

|                     |   |
|---------------------|---|
| <b>POST</b>         | <b>ASSISTANT DIRECTOR: HUMAN RESOURCES PRACTICES, REF NO: 2025/50/OCJ</b>   |
| <b>SALARY</b>       | R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.  |
| <b>CENTRE</b>       | <b>NATIONAL OFFICE: MIDRAND</b>   |
| <b>REQUIREMENTS</b> | Grade 12 and a three-year National Diploma/Degree in Human Resource Management/Public Management/Public Administration or equivalent qualification at NQF6 (360 Credits as recognized by SAQA). A minimum of six (6) years in Human Resource Management. A least three (3) years' experience at Supervisory level. A valid driver's license. Experience and Knowledge of Recruitment and Selection, PERSAL Certificate in leave and personnel administration. Experience as a Personnel Controller will be an added advantage. Skills and Competencies: Knowledge of Human Resource Management Policies, PSCBC Resolution, Determination of leave of absence in the Public Service, Government Employee Housing Scheme, Government Employee Medical Aid Scheme, and application of relevant Legislative Framework work such as Public Service Act, 1994 as amended, Public Service Regulations 2016, Basic Conditions of employment Act 1997, Code of Conduct in the Public Service, and Labour Relations Act. Knowledge of Government Employee Pension Fund. On-line submission of Pension applications. Knowledge and understanding of Occupation Specific Dispensation (OSD), OSD in Legal environment will be an added advantage. Ability to interpret Policies. Practical experience in PERSAL System and Pension Case Management. Highly skilled in the MS Office Suite, especially EXCEL. Excellent communication skills (written and verbal). Ability to work under pressure. Analytical, organizing, planning, presentation and stakeholder liaison skills. Conflict resolution and negotiation skills. Good interpersonal relations. Ability to adhere to strict deadlines. |
| <b>DUTIES</b>       | Manage and monitor the implementation of conditions of service and benefits such as leave, resettlement, medical aid, resettlements, long service recognition, acting allowances, injury on duty, housing allowance, overtime, etc. in terms of applicable PSCBC Resolutions. Implement COIDA strategies to enforce compliance with COIDA Legislation. Co-ordinate COIDA forms and liaise with the Department of Labour on COIDA claims. Manage and implement Policy on Incapacity Leave and Ill-Health Retirement (PILIR). Manage the implementation service termination process and exit interviews. Approve transactions on PERSAL according to delegations. Develop, review and implement HR policies, procedures and processes; operational plans, risk management registers and audit action plans. Management of Recruitment and Selection processes. Management of employee performance and development processes and ensure compliance to the PMDS directives. Prepare monthly, quarterly and annual reports, operational plans, risk management registers and Audit Action plans. Management Human resource records and ensure compliance with the records management prescripts. Provide human resource information, Knowledge and understanding of occupation Specific Dispensation (OSD), OSD in Legal environment will be an added advantage. knowledge management and provide technical advice to the relevant stakeholders. Manage human resources administration enquiries to ensure the correct implementation of human resource management practices.  |
| <b>ENQUIRIES</b>    | Technical /HR related enquiries: Ms D Kupa, Tel No: 010 493 2528<br>Applications can be via email to: <a href="mailto:2025/49/OCJ@judiciary.org.za">2025/49/OCJ@judiciary.org.za</a>  |
| <b>NOTE</b>         | The Organisation will give preference to candidates in line with the Employment Equity goals.   |