

<u>APPLICATIONS</u>	:	Applications must be submitted by post or hand or e-mail to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria, 0001 or Recruitment@dbe.gov.za .
<u>NOTE</u>	:	All shortlisted candidates shall undertake a pre-entry practical exercise to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.
<u>POST 32/02</u>	:	<u>SENIOR PERSONNEL OFFICER (RECRUITMENT & PMDS) REF NO: DBE/03/2025 (X2 POSTS)</u> Branch: Finance and Administration Chief Directorate: Human Resource Management, Development and Labour Relations Directorate Human Resources Management and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Pretoria The applicant must be in possession of a Senior Certificate or equivalent qualification; Knowledge of relevant policies and legislation is required; Good organisational skills; Communication skills (verbal and written); Computer and interpersonal relations skills are essential; Ability to deal with confidential matters, work under pressure and work independently as well as part of a team.
<u>DUTIES</u>	:	The successful candidate will be responsible for placing advertisements of vacant posts; Sorting and capturing of applications forms received for advertised posts; Arranging interviews; Taking minutes; Writing submissions and memos; Compiling unsuccessful letters; Verifying qualifications and criminal records; Assisting with Performance Management Development System (PMDS); Filing of the Performance Agreement, Mid-Year Reviews and Annual Assessment forms and capturing Performance Agreement, Mid-Year Reviews and Annual Assessment on PERSAL; Arranging meetings and performing any other duties delegated to you.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 357 3398
<u>NOTE</u>	:	Applications must be submitted by post or hand or e-mail to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria, 0001 or Recruitment@dbe.gov.za
<u>NOTE</u>	:	All shortlisted candidates shall undertake a pre-entry practical exercise to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.
<u>POST 32/03</u>	:	<u>SENIOR PERSONNEL OFFICER (SERVICE BENEFITS AND ADMINISTRATION) REF NO: DBE/04/2025 (X2 POSTS)</u> Branch: Finance and Administration Chief Directorate: Human Resource Management, Development and Labour Relations Directorate: Human Resources Management and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Pretoria The applicants must be in possession of a Senior Certificate or equivalent qualification; Knowledge of relevant policies and legislation and PERSAL is required; Good organisational, Communication skills (verbal and written); Computer and interpersonal relations skills are essential; Ability to deal with confidential matters, work under pressure and work independently as well as part of a team.
<u>DUTIES</u>	:	The successful candidate will be responsible for personnel administration, i.e appointments (permanent, contracts and abnormal), transfers/promotions, probations, leave, calculations of leave gratuities, service terminations, pensions, staff establishment, housing, MMS and SMS salary structuring, long service awards, etc; Capturing of transactions on PERSAL; Writing of submissions, letters, memo's and circulars; Processing pension documents and Injury on Duty (IOD) matters; Attending to internal and external HR enquiries on HR procedures and policies.
<u>ENQUIRIES</u>	:	Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 357 3398