



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20230830/927
Advert Reference Number:	RLNN/02/2023
Job Title:	HUMAN RESOURCE CLERK-SUPERVISOR
Job Level:	07
Vacancy Type:	Internal & External
Salary:	294 321.00
Department:	KZN HEALTH
Component:	UMZINYATHI DISTRICT HEALTH OFFICE
Employment Type:	Permanent
Center:	DUNDEE
Number Of Posts:	1

Duties/Responsibilities:

Manage day to day functioning of HR practices section and ensure high quality of service being provided. To check and approve persal transaction and to give guidance to Human Resource Officers in respect of persal functions.

Implement policies and procedures related to Human Resources.

Ensure effective utilisation of resources in the Human Resource component.

Manage performance management and development for HR Officers

Ensure all records are maintained and updated regularly.

Assist with data management and submission of reports.

Attend meetings, workshops and functions in the capacity as a supervisor.

Ensure sound Labour relations within the institution.

Ensure that employment practices i.e. selection, recruitment and appointment verification of qualification, security checks, transfers and E-Disclosure are in accordance with the laid down policies and procedures.

Management of overtime and commuted overtime.

Ensure Debt Management processes are in line with policies and procedures.

Conduct in-service trainings related to human resource matters within the institution.

Manage the implementation of staff induction and other ad hoc staff development programmes. Provide leadership, manage subordinates and quality assure the work of subordinates.

Ensure the development of subordinates' technical competencies.

Develop and implement Workplace Skills Plan. Identify training needs and keep records. Coordinate and facilitate logistical arrangements for all identified trainings.

Plan and Implement the performance management and development system. Coordinate meetings for PMDS committees. Attend to PMDS, Training, Social Services, and (OSD) related queries. Conduct workshop on PMDS and provide secretarial duties during assessments & moderation. Ensure proper and implementation of EPMDS and prepare reports.

Perform duties as a skills development facilitator. Perform & Monitor the implementation of HRD Strategies/projects: Internship, Bursaries and workplace Integrated Learning. Compile and monitor utilization of budget allocated to HRD and planning for the institution.

Monitor the implementation of EEP.

Render effective advisory service to management and employees.

Ensure the effective implementation of all Labour Relations, HR & HRD policies and legislation.

Assist with attending Grievances, Disciplinary and Misconduct cases in terms of laid down policies. Capturing of all cases and submission of monthly stat.

Qualifications and Experience:

Senior Certificate / Grade 12.

3-5 years' experience in Human Resource Practices.

Valid Driver's license

Computer Literacy (proof must be attached)

Essential Knowledge, Skills and Competencies Required:

Knowledge of policies, regulations, acts practices and key legislative prescripts related to Human Resource Practices.
 Sound knowledge of computerized personnel salary system (PERSAL).
 Conflict Resolution skills.
 Good communication, interpersonal written and verbal skills.
 Ensuring attention to detail in respect of tasks performed.
 To plan, prioritize and execute duties in order of importance.
 Be able to maintain a high level of confidentiality.
 Knowledge of computer software i.e. MS word, Excel, PowerPoint, Outlook etc.
 Sound management, negotiation, interpersonal, communication (written and verbal) problem-solving and supervisory skills.
 In depth knowledge of Human Resource practice.
 Ability to draw and analyse PERSAL reports.
 Strong leadership ability.
 Decision making and problem solving.

Additional Information

RECOMMENDATION
 PERSAL certificate

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 22 Sep 2023

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.