



DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

HR PRACTITIONER

Salary Range: An all-inclusive remuneration R 294 321 – R 343 815 (Level 07)

BCM DISTRICT (East London) Ref: DSRAC 16/06/2023

MINIMUM REQUIREMENTS: National Senior Certificate plus NQF level 6 diploma in Human Resource Management / Personnel Management / Public Administration or other relevant qualification with at least 1 to 2 years working experience in a Human Resource Management Environment. Knowledge of public service legislation, policies and prescripts. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Extensive PERSAL Knowledge. Sound knowledge of stakeholders. A valid driving license.

DUTIES: Supervise recruitment and appointment process. Compile and submit approval request for advertisement of the post to head office. Monitor recording of application forms and prepare master list. Ensure secretarial duties are performed. Compile recommendation submission and minutes. Facilitate appointment and assumption of duty letters. Facilitate and ensure creation of the appointed candidate post. Monitor capturing of appointment on the system. Monitor record of appointment file. Supervise process of transfer, relocation and movement of personnel. Facilitate transfers from internal and from other departments. Facilitate transfer for employees from outside public service. Check availability of post for confirmation of transfer. Process and update transfer transactions on the system. Ensure incoming and outgoing documents are registered. Supervise processing of claims (S&T, overtime, fuels, resettlements, incidental costs, long service recognition, medical aid, housing allowance and pension administration). Monitor and supervise calculations of claims. Ensure capturing of claims on the system. Facilitate authorization process on the system. Facilitate availability of advices for payments. Monitor recording of incoming and outgoing submission. Monitor filing of documents. Supervise implementation of leave administration. Verify the captured leave on the system. Update leave register. Compile monthly leave reconciliation reports. Supervise rendering of PMDS. Verify service records for current notches. Monitor process of pay progression and cash bonuses. Verify calculation of spreadsheet. Facilitate process submission for authorization. Supervise human resources / staff. Provide/give support on the implementation of HR policies/prescripts. Coach/mentor EPWP Experiential Learners and Interns. Allocate and ensure quality of work. Supervise staff PMDS. Apply staff discipline.

People with disabilities who meet the requirements will be given preference.

ENQ. L. XOSEKA – 043 492 2140 – BCM DISTRICT (East London)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za