



EASTERN CAPE PROVINCIAL TREASURY

4X POSTS OF PERSAL APPOINTMENT AUTHORISER: PERSAL CENTRALISATION (ONE YEAR CONTRACT)

Salary Notch: R226 611 (Level 07)

(PT. 01/06/2018) Bhisho

Purpose: Implementation of PERSAL Centralisation in relation to authorization of appointments processed by Provincial government departments.

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management / Public Admin / Public Management / Finance/ IT with 2 year's experience in Human Resource Management environment or systems. Understanding of Treasury environment and budget controls will be an added advantage. Knowledge of PERSAL system. Copy of PERSAL certificate(s) must be attached.

Skills and Competencies: Knowledge of Human Resource Management prescripts and legislation and PERSAL. Project Management, Analytical thinking, Decision Making, Planning and Organising. People Management, Good Communication Skills (verbal & written). Computer Literate

KPA'S: Support departments with the implementation of appointments: Receive appointment files from various departments. Verify supporting documents for appointment on files received. Prepare receipt register for record purposes. **Confirm availability of funds for appointments:** Process submission to Budget Office for budget/funds verification. Make a follow-up with Budget office on the submission made to determine the availability of funds for appointments. **Authorize appointments on persal system:** Verify if appointment details are correctly captured on PERSAL. Authorize appointment transaction on PERSAL. Stamp verified documents during authorization. **Render administrative support services on compilation of statistics:** Compile and submit weekly statistics of all authorized and rejected appointments.

APPLICATION INSTRUCTIONS:

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature).
- It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).
- For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments.
- All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job
- Applicants must quote the relevant reference number.
- If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.

- The Department of Provincial Treasury welcomes people with disabilities.
- All short listed candidates will be required to undergo pre-employment screening.
- All the appointments are subject to security vetting results.

PLEASE NOTE: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.

PLEASE FURTHER NOTE:

FOR ALL POSTS: People with disabilities will be given preference.

Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

CLOSING DATE: 22 JUNE 2018 @ 15h00

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Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. **Hand Delivery:** Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho. **Enquiries: Ms B. Ndayi** 040 1010 072/071