

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

Applications must be submitted on form Z83 and should be accompanied by a comprehensive CV and original certified copies of qualifications, ID copies and other relevant documents in order to be considered, to The Director-General, Department of Environmental Affairs and Tourism, Private Bag X2, Roggebaai, 8012. Take note that the Department will verify all qualifications and experience and that original documents must be submitted on appointment and all qualifications obtained abroad will be evaluated by SAQA.

The National Department of Environmental Affairs and Tourism is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment / promotion / transfer will promote representivity will receive preference. Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

- POST** : Senior Human Resource Officer: Skills Development (SR6)
- REF NO.** : MCM 51/2008
- SALARY** : R 94 326.00 per annum (All inclusive package of R146 549 .00 per annum)
- CENTRE** : CAPE TOWN
- REQUIREMENTS** : Grade 12 or equivalent qualification. Knowledge and experience in MS Office computer software . Good verbal and written communication skills. Exposure in HRM administration. Good administration and frontline skills. Ability to work effectively under pressure.
- NOTE** : A three year Degree / Diploma in HRM will be an added advantage
- DUTIES** : Assist with the administrative and operational requirements of the Skills Development function. Responsible for the Sub-Directorate record keeping. Support the coordination of internal and external training. Provide logistical services to the Sub-Directorate. Support the coordination of other HR group initiatives.
- ENQUIRIES** : Mr Mpho Beta Tel – 021 402 3368
- FOR ATTENTION** : 6<sup>th</sup> floor Registry: Integrated Human Resource Management
- CLOSING DATE** : 28 November 2008