



**HUMAN RESOURCE ASSISTANT: CONDITIONS OF SERVICE (SL5)  
SALARY: R152 862 PER ANNUM (EXCLUDING BENEFITS)  
(REF NO.: EEC-HRO-01/2017)  
ONE (1) YEAR CONTRACT**

**Minimum Requirements:** National Diploma/Degree in Human Resource Management field or equivalent qualification plus 18 months relevant experience. Computer Literacy. Knowledge of persal/ITS. Drivers licence will be an added advantage.

**Competencies, Knowledge and Skills:** Knowledge of CET Act, Public Service Act, Public Service Regulations and any other relevant legislations. Ability to work under pressure. Problem solving skills and analytical skills. Good verbal and written communication skills. Interpersonal relations. Ability to work independently and within a team. Excellent customer service, proactiveness and good report writing skills. Ability to keep confidentiality. Knowledge of Batho Pele Principles.

**Duties and Responsibilities:** Capture information relating to Conditions of Service on the system. Implement staff movements at the College i.e. appointments, promotions, relocation and resettlements, secondments, transfers, terminations, etc. Administration of staff benefits and allowances i.e. housing allowance, acting allowance, service bonus, pension fund, medical aid etc. Provide Leave administration in line with the policy. Administrate injury on duty and PILIR applications. Compilation of leave reports relating to conditions of service. Provide advice on conditions of service and attend to staff queries. Arrange workshops to create awareness regarding conditions of service. Administrate long service recognition and recognition of qualifications applications. Provide confirmation of employment services to the College. Comply with the College policies and procedues.

**ENQUIRIES:** Mr M Mathe Tel. No. (011) 730-6600.

**CLOSING DATE:** 09 June 2017 at 13:30. Applications received after the closing date or faxed applications will not be considered.

**Please Note:** Applications must be submitted on a form Z83 obtainable from any Public Sector Department/TVET College. The reference number and the post title must be quoted on the Z83 which must be originally signed by the applicant. Candidates must also submit comprehensive curriculum vitae, certified copies of identity documents and certified copies of all qualifications including matric certificate. Certified copy of the drivers licence, where required, must be provided. All qualifications obtained from institutions outside South-Africa should be accompanied by certified copies of SAQA certificate. Clearly indicate the experience where applicable (DD-MM-YYYY). Successful candidate will be subjected to security screening. Applications must be delivered to Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or posted to Private Bag X52, Springs 1560, for the attention of the HR Manager, MR M MATHE. Due to high volume of applications, applications will not be acknowledged and if you do not receive any response within 3 months, please accept that your application was unsuccessful. The College is an affirmative action employer!