

## OFFICE OF THE PUBLIC PROTECTOR

### HUMAN RESOURCE PRACTITIONER: PRETORIA REF (OPP/02/11/09)

**Basic Salary: R130 425 per annum plus benefits**

**Requirements:** A recognized and appropriate three year qualification in Human Resources or equivalent qualification coupled with relevant experience. Exposure and experience in policy formulation and interpretation. Experience in Labour Relations, Recruitment and Selection, Performance Management, Compensation Management and HR administration. Experience and knowledge of Employment Equity, Skills Development and Conditions of Services will serve as an added advantage.

**Competencies:** Intermediate to advanced computer literacy. Ability to manage staff, intermediate knowledge on HR issues. Ethical conduct. Excellent written and verbal communication skills. Analytical and Organisational skills including strong Administrative skills

Key responsibilities: HR administration, recruitment and selection, remuneration, performance management, employment equity and skills development. Supervise Human Resource Officers. Assist with the development, implementation and monitoring of HR policies. Assist with the implementation and facilitation of sound labour relations. Facilitate, control and organise recruitment and selection within the OPP. Assist and advice in developing and reviewing of the organizational structure including job evaluation. Assist with staff benefits and other related tasks.

**Enquiries:** Ms T Faku tel 012 366 7156

**Note:** All appointments will be done in terms of the Public Protector Act and a 6-month probationary period will be applicable. The successful candidates will be expected to sign a performance agreement.

The Office reserves the right not to fill the vacancies. Correspondence will be limited to the short-listed candidates and should you not be contacted within three months, please consider your application as unsuccessful.

No faxed applications will be accepted. Applications must be accompanied by a covering letter and a detailed CV (with certified copies of qualifications and ID document). Please note that non-submission of required documents will disqualify your candidature.

The OPP is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representativity (race, gender and disability). The candidature of persons whose appointment or promotion promotes representativity in the office, will receive preference. People with disabilities are encouraged to apply. **Closing Date: 27 November 2009**

Please direct your application stating the relevant reference number to: Attention: Ms S Dube, Private Bag X 677 Pretoria 0083 or hand deliver to 175 Lunnon Street, Hillcrest Office Park, Pretoria .