

## CENTRE FOR PUBLIC SERVICE AND INNOVATION

- APPLICATIONS** : should be e-mailed to **Recruitment@cpsi.co.za** and the subject for your email should read HR Clerk Ref No: 0004/2024 (Applications received after the closing date will not be considered). Faxed applications will not be considered. CPSI reserves the right not to fill the below-mentioned post.
- CLOSING DATE** : 23 December 2024 at 12h00
- NOTE** : The CPSI is a National Government Component established as Part A of Schedule 3 of the Public Service Act, reporting to the Minister for the Public Service and Administration (MPSA). The CPSI is a solution-focused effective and efficient public sector government component playing a leading and catalytic role with regard to Public Service reform and transformation through innovation. It aims to entrench the culture and practice of innovation in public service through unearthing existing innovations for learning and replication. In order to perform this purpose, the CPSI performs the following functions – Providing the Minister (and her portfolio organisations) with independent, diverse and forward-looking advice and research, as well as partnerships that enhance Public Service transformation and reform. Creating an enabling environment that nurtures, supports and encourages innovation within the structures and agencies of the South African Government, initiating, implementing and managing self-sustainable innovation projects in partnership with the private sector and other relevant stakeholders, implementing special projects that are mandated by the Minister from time to time. It is the intention to promote representivity in the CPSI through the filling of this position. Note: Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <https://www.dpsa.gov.za/newsroom/psvc/>. Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed, and initialled by the applicant (Sections A, B, C & D are compulsory and sections E, F and G are not compulsory if the CV is attached). Failure to sign this form may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizen verification, financial records, and qualification verification, and applicants could also be required to provide consent for access to their social media accounts. Reference checks will be done during the selection process. Correspondence will be limited to shortlisted candidates only, if you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

## OTHER POSTS

- POST 45/02** : **HUMAN RESOURCE CLERK REF NO: 0004/2024**
- SALARY** : R255 450.per annum (Level 6). Annual progression up to a maximum salary of R25860.per annum is possible, subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Pretoria, Arcadia  
Grade 12 or equivalent qualification with 3-5 years' experience in human resource management. Knowledge of the Public Service Policy Frameworks, Public Service e Act, Public Service Regulations, BCEA, Labour Relations Act, PSCBC Resolutions, and the Public Finance Management Act. Knowledge and use of the PERSAL System. Computer literacy, good interpersonal, analytical, problem-solving, initiative, teamwork, and communication skills.
- DUTIES** : Administration of Conditions of Services of employees, including capturing leave, leave inquiries, housing allowances, etc. Assist during the recruitment and selection process as an HR Representative. Capturing of transactions on the PERSAL system. Administration of payroll and payroll records to ensure the filling of pay records and distribution of monthly reports to finance. Assist with the administration of performance management. Assist with the implementation of the personnel skill development plan. Provide guidance and ensure adherence and implementation of HRM-related policies and procedures. Attend to internal and external inquiries. Personal Profile: Proactive individual with good verbal and written communication skills. Ability

**ENQUIRIES**

to communicate with external and internal partners. Ability to provide quality work, under tight deadlines and work under pressure.  
Ms Tshepo Buthelezi Tel No: (012) 683 2817/00