

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING**

- APPLICATIONS** : Applications must be forwarded to: The Head of Department, Department of Economic Development and Planning, or hand delivered to Riverside Government Complex, Building no 4, 1st floor, Private Bag x 11215 Nelspruit, 1200.
- CLOSING DATE** : 30 April 2009 and please take note that no applications received after the closing date will be considered.
- NOTE** : Fully completed applications must be submitted on form Z83 obtainable from any public Service department and must be accompanied by a comprehensive CV as well as originally certified copies of qualifications and ID. Certification must not be older than three months. By responding to this advertisement, you are consenting that your credentials will be verified. No facsimile or e-mailed applications will be accepted. A separate application form must be completed for each post. Please note that correspondences will be limited to short listed candidates only. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the positions.

OTHER POSTS

- POST 15/196** : **TRAINING OFFICER (REF.PR1/01/9-10)**
- SALARY** : R 117 243 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : Certificate in Human Resource Development or related field with one year relevant work experience • A three recognized tertiary qualification in Human Resources will be an added advantage. • Competencies: Knowledge of the following prescripts: Skills Development Act; Skills Development Levies Act; Employment Equity Act; National Skills Development Strategy and Performance Management Development System • Communication, presentation, conflict management and problem solving skills. Computer literacy. A valid driver's licence is compulsory.
- DUTIES** : Conduct needs analysis. Coordinate course attendance. Present and facilitate training programmes. Implement and monitor the Workplace Skills Plan • Coordinate and administer Internship Programmes, ABET Programme, Departmental Learnership Programmes, Internal and External Bursary Schemes for employees • Conduct the Departmental Induction and Orientation Programme.
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164
- POST 15/197** : **HUMAN RESOURCE PRACTITIONER: HR PLANNING AND PMDS (REF.PR1/02/9-10)**
- SALARY** : R 117 243 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : Certificate in Human Resource Management or related field with one year relevant work experience • A three recognized tertiary qualification in Human Resources will be an added advantage. Competencies: Knowledge of the Public service Act, Public Service Regulations, the PFMA and policies relating to HR administrative matters in the Public Service, BCEA, LRA and related prescripts. Practical knowledge of Persal system. Good communication & report writing skills. Computer literacy. A valid driver's licence. Good interpersonal and conflict handling skills. Clear understanding of the public service, human resource planning process and functional knowledge of policy development.
- DUTIES** : Responsible for human resource planning, policy development and Performance Management and Development System. Implement Departmental Employment Equity and Human Resource Plan. Assist as secretariat to Departmental Employment Equity Committee. Coordinate human resource policy development processes.
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164