

DEPARTMENT OF TRADITIONAL AFFAIRS

The Department of Traditional Affairs is poised to play a key strategic role - not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities - but also in coordinating the traditional affairs activities of this Department and those of other Government departments at National, Provincial and Local Government levels, so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to the following address: P O Box 1132, Rivonia 2128 or hand deliver to 3 Autom Road, Rivonia or Fax to 086 609 1178 or email to: admin@konesolutions.co.za Enquiries for applications: Tumi Morake, Tel no: 011 257 8061
- CLOSING DATE** : 17 February 2017
- NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be subjected to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, certified copy of ID, copies of qualifications and academic record. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to attach the signed Z83 form, certified copy of ID, copies of qualifications and academic record will result in automatic disqualification. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

MANAGEMENT ECHELON

- POST 06/82** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT (SALARY LEVEL 13) REF NO: K27607**
- SALARY** : An all-inclusive remuneration package of R898 743 per annum. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Human Resource Management as recognised by SAQA with 5 year's relevant work experience at middle/ senior management in a human resource environment. Core competencies: strategic capacity and leadership. Stakeholder relationship management. Programme and project management. Change management. Financial management. People management and empowerment. Technical competencies: Public Service Management Framework. Public Service Act. Public Service Regulations. Collective Agreements. Labour Relations Act. White Paper on Transformation in the Public Service. Broad knowledge of PERSAL. National skills development strategy and organisational strategy. Process competencies: knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus and communication.
- DUTIES** : The successful candidate will perform the following duties: Manage the integrated human resources management and ensure the alignment of organisational structures to the strategic plan. Manage the development and maintenance of the

job profiles and the execution of job evaluation for the Department. Manage the administration, development and implementation of the Human Resource strategy, policies and guidelines. Manage and monitor the implementation of PMDS, Skills Development legislation and promote the optimal utilisation of human resources. Manage health and wellness programme and labour relations. Manage recruitment and implementation of benefits.

ENQUIRIES

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Mr OM Aphone, Tel no: 012 334 4971