

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: HRrecruitment@dha.gov.za
- CLOSING DATE** : 06 March 2017
- NOTE** : Applications must be sent on time to the correct e-mail address as indicated, to reach the e-mail address on or before the closing date. Applications sent to the wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration. Applications must be submitted on the Application for Employment Form (Z83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). Where a valid driver's license is a requirement, applicants must attach a certified copy of such licence. If no contact is made within three months from the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and will be subjected to security clearance procedures. Successful candidates may be required to undergo a competency assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. 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. Kindly note that, for e-mailed applications, should you not receive an acknowledgement of receipt/ confirmation advice, this could mean that your application did not reach us due to the size of the attachments exceeding 2.5MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly.

MANAGEMENT ECHELON

- POST 08/05** : **CHIEF DIRECTOR: HUMAN RESOURCES STRATEGY AND PLANNING REF NO: HRMC 18/17/1**
Branch: Human Resource Management and Development, Chief Directorate: Strategy and Planning
- SALARY** : An all-inclusive salary package of R1 068 564 to R1 277 610 per annum, Level 14, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Pretoria
An undergraduate qualification (NQF level 7) in Human Resource Management /Industrial Psychology as recognised by SAQA. 5 years' experience at a senior managerial level in the related field. A post graduate qualification will be an added advantage. Extensive Experience in Organisational Development and Workplace Planning. Knowledge of the Constitution of South Africa, Public Service Act, Public Finance Management Act (PFMA), Application of Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act, DPSA Guides, Circulars and Regulations on Human Resources Related aspects (SMS, CORE, Job Evaluation) . A valid driver's licence and willingness to travel are essential.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the development and implementation of the business plans for the Chief Directorate in order to meet the strategic objectives of the Branch. Responsible for the strategic guidance and expert advice in terms of the Human Resources Strategy within the Department. Monitor and report to the DDG on the performance of the Branch against the objectives of the DHA Strategic Plan and the strategic objectives of the Branch, Ensure the effective integration of Human

Resources Strategic Planning, Human Resources Annual Performance Planning and budgeting processes Review Human Resources Strategy and ensure alignment to determine the strategic impact on the overall departmental strategy. Ensure effective alignment and review of the organisational structure to the departmental strategic plan and best practices. Ensure effective management and implementation of the job evaluation process within the department. Ensure the effective development, maintenance and updating of the human resources knowledge management strategy. Provide expert advice and guidance on strategic human resources issues and matters. Accountable for the duties as sub-program manager in terms of the Public Finance Management Act of 1999 and Treasury Regulations. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the unit. Ensure effective development and management of internal agreements. Oversee effective management of physical assets within the unit. Ensure the development and implementation of skills development strategy within the department and the unit. Provide leadership and strategic direction within the unit in identifying policy gaps, determining policy goals and draft policy documents as needed. Ensure effective management of compliance with legislation, regulations, Departmental policies and procedures within the unit.

ENQUIRIES
NOTE

- : Ms C Mocke, Tel no: (012) 406 4153 /082 301 8580
- : Representivity: Diversity is promoted. Female candidates and People with disabilities are encouraged to apply.