

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

The Department of Public Service and Administration is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will expedite the processing of applications. People with disabilities and women are encouraged to apply.

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Chief Director: Human Resource, Security and Facilities Management, Department of Public Service and Administration, Private Bag X916, Pretoria, 0001. Applications can also be hand-delivered to the Department of Public Service and Administration, 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 26 February 2018
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Government department or online at www.gov.za. ALL sections of the Z83 must be completed, signed and accompanied by certified copies of qualification(s), Identity Document (certified within the past 6 months); Proof of citizenship if not RSA citizen; a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification and criminal records. If an applicant wishes to withdraw an application, this must be done in writing. The Department reserves the right not to fill the above-mentioned post. Please note: All short-listed candidates for the post will be subjected to a technical exercise that intend to test relevant technical elements of the job, the logistics of which will be communicated by the department. The successful candidate will be required to sign annual performance agreements, submit annual financial disclosures, undergo security clearance and abide by public service legislation and prescripts.

OTHER POST

- POST 06/48** : **DEPUTY DIRECTOR: HR PLANNING AND PRACTICE SUPPORT REF: DPSA18/002**
Purpose: To develop, implement and maintain, in respect of the non-SMS, Public Service norms and standards (including policies, systems and practices) related to the areas of employment, staff mobility, service termination and strategic human resource management.
- SALARY** : An all-inclusive remuneration package of R779 295. per annum (Level 12). Annual progression up to maximum salary of R917 970 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal need within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate SAQA recognised undergraduate qualification (at NQF 7) in the human resource, organisational development or labour relations fields, supported by further informal and/or formal training in related areas such as, Organisational Development, Recruitment, Placement Retention, Performance Management, Employee Health and Wellness programs, Labour Relations, HIV/AIDS prevention, Human Resource Planning, Remuneration Policies, Employment Equity and

Competency Frameworks. Advanced knowledge of theories, governmental policies and approaches pertaining to human resource practices. Thorough knowledge of the laws, regulations and practices applicable to human resource practices in the Public Service. Good knowledge of the principles, techniques and processes involved in project management and work organisation. Ability to allocate resources to defined goals and objectives, monitor expenditure, ensure compliance with procedures and prescripts, co-ordinate, and prioritise activities when performing complex tasks, guide subordinates to achieve set goals, manage projects involving different stakeholders from its inception to completion and assign responsibilities for the execution of specific matters to personnel.

DUTIES

: To develop norms and standards (including policies, systems and practices). Provide advice and support to departments, the MPSA and other stakeholders on norms and standards related to the human resource areas. Conduct research into best practices and trends with regard to the human resource areas. Implement, through advocacy at department level, the norms and standards related to the human resource areas. Facilitate workshops/focus groups and conduct consultation processes with stakeholders during the development and implementation of norms and standards. Compile reports and proposals on norms and standards matters. Plan, supervise and coordinate the work activities of subordinates and staff relating to the job purpose. Manage projects relating to the norms and standards.

ENQUIRIES

: Mr. Geeva Pillay, Tel. 012 336 1328.