

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

- APPLICATIONS** : Applications must be e-mailed timeously to recruit@gtac.gov.za or hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria. Applications e-mailed should not exceed size limit of 4MB. Numerous e-mails can be sent with attachments. Please visit the GTAC website at www.gtac.gov.za for more information.
- CLOSING DATE** : 29 June 2018 at 12h00
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. Qualification checks and security screening will be conducted on recommended candidates. Recommended candidates may be subjected to competency assessments. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

MANAGEMENT ECHELON

- POST 24/09** : **DIRECTOR: HUMAN RESOURCES MANAGEMENT (GTAC) – REF NO: G012/2018**
Term: Permanent
- SALARY CENTRE REQUIREMENTS** : R948 174 – R1 116 918 per annum (All-inclusive package) (Level 13)
Pretoria
Degree in the field of Human Resources Management or related field such as organisational design and/or human resource planning. 8 – 10 years' experience in Human Resources Management, at least 5 of which at a middle management level, experience in the public service is an advantage
- DUTIES** : Develop, implement and report on the HCM annual work plans and performance indicators, provide inputs into and implement and report on the HCM budget, manage the capacity, productivity and performance of HCM staff including; establishment of posts. Recruitment of staff, development of performance plans and review of performance, development of competence, resolution of issues. Manage the establishment, and coordinate and monitor the implementation and maintenance of the GTAC HCM policies, procedures and templates for the management, in compliance with PSA regulations, the LRA and collective agreements, of; GTAC post establishment management, GTAC recruitment, appointment, probation and exit management, GTAC remuneration and benefits management, GTAC employee performance management, GTAC employee health and wellness management, GTAC employee talent and retention management, GTAC training and development management, grievances and disputes management, disciplinary management including the disciplinary code, employment equity management including codes of good practice. Manage the implementation, compliance and relevance of HR Management policies and procedures including; developing and circulating guidelines, materials and posters, where relevant, and lodging all documents on the GTAC policy management system, organising and facilitating capacity-building workshops for all staff on rights and responsibilities, providing support to line management on employees, monitoring and addressing issues of non-compliance to the policies, conducting periodic reviews of policies in line with changes to legislation, collective agreements and organisational environment changes, organising and supporting HCM audits and implementing findings. Manage the continuous improvement of

GTAC HCM processes including; organising and/or conducting research on latest HR trends and compiling reports, attending DPSA workshops with regards to HR to ensure that all legislative and regulatory frameworks are updated, building interdepartmental network groups for reference and benchmarking. Manage the design of the GTAC organisational structure and establishment of posts including; consultations with the Minister, determination of core mandated and support functions, and alignment with the GTAC strategic plan, verification and creation of new posts / revision of old posts where required, determination of budget across the MTEF period, making provision as and when required for the employment of person additional to the establishment, manage the design, development, evaluation and grading of GTAC posts except for those directed by the Minister in terms of regulation 41(2)(d) or vacant positions except where the post has been evaluated in the last 60 calendar months. This includes addressing under-graded and over-graded posts in line with the GTAC job evaluation policy, manage the appointment of the GTAC selection committee, the facilitation of meetings and the management of recommendations, manage the advertising of vacant posts, screening of candidates, facilitation of interviews, verification of qualifications and conducting of security checks, manage the appointment, re-appointment, secondment, employment of persons additional to the establishment of GTAC and the utilisation of unpaid voluntary workers, manage the GTAC salary schedule, the payments of benefits and compensations, the retention and remuneration of scarce skills, and payroll communications and approvals, manage the induction of GTAC employees and conditions of service policy including working hours, overtime, leave, employee probation, and exits from the establishment, manage the establishment and maintenance of the GTAC employee information management system including ensuring that records of each employee and of each post on the establishment are kept in accordance with the information requirements as issued by the Minister. Manage the HR planning environment including the; research, drafting, approval and implementation of the GTAC HR Plan and HR implementation plan annually, implementation and monitoring of the workforce planning model and provision of guidance on improvements, manage the establishment and maintenance of the GTAC employee performance management policy and system including the; development of assessment instruments, establishment of the GTAC performance incentive scheme, annual development and implementation of the performance management scheme and cycle, the resolution of performance assessment disputes, the implementation of outcomes of the annual performance assessment, the recognition and/or reward, as approved by the Minister, of exceptional value add to the GTAC or the public service or exceptional ability or meritorious service. Manage GTAC employee training and development management including the; preparation, implementation, monitoring and evaluation of the GTAC human resource development plan and budget, the identification and contracting of external ETD programmes and providers, and administration of the ETD provider and programmes database, the scheduling, booking and communication of ETD programmes, and receipt and recording of results, the provision of financial or other assistance to employees for any study, training or research required by the GTAC or related to the GTAC skills, the granting or allocation bursaries for higher education, general education or continuing education and training to employees or other persons in terms of the GTAC human resources development plan, the preparation and submission of the GTAC workplace skills plan (WSP) and annual training report (ATR) to the PSETA. Manage the GTAC employee health and wellness management programme including the; drafting, approval and management of the implementation and review of the GTAC employee health and wellness management framework, programme and budget, coordination of activities and implementation of the decisions of the employee wellness committee, auditing, analysis and reporting on GTAC employee health and wellness, provision of support and capacity building to GTAC line management including: provision of employee health and wellness support. Manage the retention of employee talent including the; development, implementation and review of the GTAC employee retention programmes based on the HR Employer Value Proposition (EVP), development and implementation of employee retention strategies such as career development and talent management, conducting of exit interviews and analysis and resolution of issues.

Manage the HRP and HRD records management and information reporting including the; electronic and manual filing of HRP and HRD reports and records, implementation of recommendations from MPAT outcomes and the HR Plan outcomes from custodian institutions, preparation and submission of reports to relevant legislative bodies, stakeholder departments and the DPME on the management performance assessment tool, provision of inputs into the annual GTAC plans and reports.

ENQUIRIES : Kaizer Malakoane Tel No: (012) 315 5442

OTHER POST

POST 24/10 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS AND EMPLOYEE EQUITY HUMAN CAPITAL MANAGEMENT & CORPORATE SUPPORT (GTAC) – REF NO: G011/2018**

Term: Permanent

SALARY : R779 295 – R917 970 per annum (All-inclusive package) (Level 12)

CENTRE : Pretoria

REQUIREMENTS : To be considered for this position, the applicant must have a completed NQF Level 7 Bachelor Degree in Human Resources Management, Labour Relations, Employment Practices/Law, Change Management or related. At least 5 Years' experience in Labour Relations, Human Resources Management or an environment requiring negotiation, trade union relations, and/or dispute resolution. At least 2 years' experience in a supervisory position. Excellent communication skills and ability to resolve conflict; Excellent report writing skills; Policy development skills; Efficient administration skills; Good analytical skills and ability to interpret statistics; Good knowledge of Public Service Regulations, Labour Legislation, government policies and procedures; Ability to understand electronic reporting systems; Willingness to travel between GTAC offices.

DUTIES : Develop and Implement relevant policies and plans for the GTAC, develop a GTAC ER and EE plan in relation to requirements from the DPSA and department of labour, develop and implement a GTAC policy on progressive discipline, grievance management and influence policies affecting employment equity practices of the GTAC, develop and communicate GTAC strategies as it pertains to EE, gender, and disability management, assist GTAC managers to develop operational plans incorporating ER, EE, gender and disability requirements, develop templates relating to ER, EE, transformation, gender mainstreaming and disability management for consistent implementation in the GTAC, develop and implement training material to build capacity within the GTAC, periodically review policies and plans in line with changes to legislature, collective agreements and GTAC changes. Implementation of Labour Relations, EE, Gender and Disability Management within the GTAC; Ensure GTAC compliance with relevant labour legislature, collective agreements, and directives, advise management and staff on the provisions of acts, collectives agreements, directives and guide adherence to the codes of good practice, identify areas of non-compliance and advise management of necessary corrective action, Convene and facilitate an EE committee for the GTAC, Provide advice to management and staff on how to achieve and maintain the prescribed EE, Gender and Disability Targets, Advise management on budgetary requirements to make reasonable accommodation for disabled and employees with special needs, facilitate GTAC initiatives to create awareness on disability management, encourage gender mainstreaming and interventions targeted at improving representation of females and employees from previously disadvantaged groups within the GTAC. Provision of Secretariat Services to the Departmental Bargaining Chamber; Attend the GTAC DBC in the capacity of GTAC employer representative, providing secretariat services to the GTAC, ensure that all matters for discussion at the DBC are documented and forwarded to the PSCBC within the required timeframe, provide technical advice and guidance on negotiation and conflict resolution in terms of applicable legislation, advise management on implications of decisions reached at DBC and facilitate implementation of recommendations, take minutes during the DBC and keep accurate records of discussions and deliberations, arrange DBC meetings and interface with council on logistical requirements for quarterly meetings.

Manage progressive discipline, grievance and poor performance processes for the GTAC; Advise managers and staff on progressive discipline sanctions and applicable time frames, Acknowledge receipt of grievances and ensure speedy resolution within the prescribed timeframes, facilitate development of terms of reference and sourcing of investigators to resolve misconduct, grievance and other GTAC cases which cannot be investigated internally, represent the GTAC in relevant forums including DBC, PSCBC, GPSSBC, CCMA, labour court, department of labour, and national labour councils. Ensure appropriate records management and information reporting of GTAC statistics; Monitor and evaluate the implementation of operational reports of business units against annual targets on a quarterly basis, ensure capturing of all ER and EE statistics on required platforms – systems and websites as mandated, ensure all required reports are accurately developed and submitted to relevant legislative bodies, departments, and/or organisations, manage and ensure effective electronic and manual filing system of ER and EE reports and records, ensure all progressive discipline documents are filed and disposed of at expiration, Report to relevant councils all resolutions reached of mutual interest between the GTAC as employer and labour bodies, provide input into the annual GTAC plans and reports.
Kaizer Malakoane Tel No: (012) 315 5442

ENQUIRIES

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