

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply.

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings
- FOR ATTENTION** : Mr K Futhane
- CLOSING DATE** : 14 December 2018 @16h30
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. In addition, your qualifications(s) will be submitted to SAQA for verification. Failure to submit the requested documents will result in your application not being considered.

MANAGEMENT ECHELON

- POST 48/134** : **DIRECTOR: HUMAN RESOURCE OPERATIONS**
Chief Directorate: Human Resource Management and Development
- SALARY** : R1 005 063 per annum (Level 13) (All-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification (NQF level 7), preferable in Human Resource or related fields. An Honours or a Master's degree will be highly advantageous. Minimum of 5 years 'experience at a Middle/Senior Managerial level. Core competencies: thorough knowledge of the Public Service policies and procedures. Legislations and Regulations. Good understanding of HR regulatory framework and its alignment to the Public Service. Knowledge of Determinations and Directives issued by the MPSA relating to Conditions of Service and Circulars issued by the MPSA/DPSA. Proven ability to successfully handle complex tasks from inception to completion. Technically competent and knowledgeable in HR best achievable practice, strategy design and execution, and business partnering. Experience in policy formulation, implementation, monitoring and evaluation within government. Advance knowledge and understanding of PERSAL. Must have good interpersonal skill; have excellent computer skills; have effective oral and written communication skills; have excellent organizational and planning skills flexible with ability to work on multiple projects simultaneously; have sense of urgency and ability to identify and resolve problems in a timely manner; be able to work independently and under pressure; have project management knowledge and experience; and integrity and trust. Knowledge management; problem solving and analysis; program and project management; strategic capability and leadership; financial management; people management and empowerment and change management.
- DUTIES** : The successful candidate will be responsible for the management of the performance of the following sub-directorates: Conditions of Service, Talent

Acquisition and Labour Relations in relation to the performance standards set out for output and projects. Develop, maintaining executive HR strategies, policies and standard operational procedures that will support the strategic objectives of The Presidency. Responsible for the enhancement of co-ordinated information and establishment management and coordinate the HR oversight for the Department. Support and advise all stakeholders on HR best practices proactively. Manage and grow stakeholder relationships between internal and external stakeholders in relation to Conditions of Services, Talent Acquisition and Labour Relations matters. Enhance and develop inherent capacities of people through the provision of learning and continuous development opportunities. Manage and grow stakeholder relationships to promote an environment conducive to enhancing a high performance culture.

ENQUIRIES

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Mr Thabiso Moloji Tel No: (012) 300 5866