

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

- APPLICATIONS** : The Director-General: Department of Environmental Affairs, Private Bag X4390, Cape Town 8001 or hand-deliver to: 14th Loop Street, Cape Town.
- CLOSING DATE** : 14 June 2019
- FOR ATTENTION** : Human Resources
- NOTE** : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, original certified copies of qualifications, ID document and a valid Driver's License in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Environmental Affairs is an equal opportunity, affirmative action employer. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification. Furthermore, the person appointed to this position will be subjected to a security clearance and the signing of a performance agreement. For more information regarding the requirements and duties, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest. The Department reserves the right not to make an appointment. No e-mailed, faxed or late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Candidates may be subjected to a practical job based ability test.

OTHER POST

- POST 19/33** : **DEPUTY DIRECTOR: RECRUITMENT, SELECTION AND SERVICE BENEFITS AND CONDITIONS REF NO: COO01/2019**
- SALARY** : R733 257 per annum (All-inclusive annual remuneration package)
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma in Human Resource Management as recognised by SAQA or an equivalent relevant qualification. A relevant postgraduate qualification and an understanding of the Public Service environment will be advantageous. Relevant and extensive work experience in the Human Resource Management field, with a specific focus on recruitment and selection, retention strategies and service benefits and conditions. Knowledge: understanding of Human Resource Management legislation and regulatory frameworks, Public Finance Management Act and Treasury Regulations, HR practice and Procedures. Skills: management and leadership, people management, change management, planning and organising, good communication (verbal and written), good interpersonal, sound research, analytical, presentation, policy development and implementation, financial management, co-ordination and stakeholder liaison.
- DUTIES** : Manage effective recruitment and selection of competent human resources. Manage placement of employees. Manage service conditions and benefits in line with applicable legislative framework. Provide support in the effective implementation of the retention strategy. Oversee the development, implementation, monitoring, and continuous review of appropriate HR policies and procedures. Manage relevant reports and databases to enable effective management decision making. Provide support and advice to line managers on HR matters and ensure compliance with applicable HR legislation and policies. Manage staff within the Subdirectorate.
- ENQUIRIES** : Mr G Ntshane Tel No: (012) 399 8628