

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

OTHER POSTS

- APPLICATIONS** : Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable.
- CLOSING DATE** : 17 February 2023 at 12h00 pm
- 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 should be submitted. Certified copies of qualifications and other relevant documents will only be limited to shortlisted, candidates which will be submitted to HR on or before the day of the interview. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo the SMS Competency Assessment and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised post. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

MANAGEMENT ECHELON

- POST 04/70** : **DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: G01/2023**
Term: Permanent
- SALARY** : R1 105 383 per annum (Level 13), all-inclusive package, PSR 44 will apply for applicants already earning in the salary level.
- CENTRE** : Pretoria
- REQUIREMENTS** : A degree (NQF level 7 qualification) in Human Resource Management, Industrial Psychology, Personnel Practices, Business Management or other related field. A minimum of 6 – 8 years' experience in Human Resources Management. At least 5 years of experience at middle or senior managerial level. Senior Management experience will be an added advantage. Experience in the public service policy development and implementation is required. Experience in Industrial Relations is required. Competencies required: Human Resources Development and Performance Management: Knowledge of the practices and strategic and operational requirements for the education, training and development of human resources including career planning and development and bursaries management, and DPSA regulations regarding the management of performance and performance awards. Organisational Design and Workforce Planning: Knowledge of the practices and strategic and operational requirements for organisational design and workforce planning including strategy analysis, function and business process modelling, job design and evaluation, competency frameworks design, and the establishment of posts in the public service. People Development and Management: Knowledge of mobilising people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting developing and retaining a talented and diverse workforce. Demonstrates concern for individual differences and employee morale and fosters employee development through responsible

sharing, learning and training opportunities. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes, and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Employee Health and Wellness: Knowledge of the practices and strategic and operational requirements for managing the health and wellness of employees including the management of sick leave, incapacity leave and ill-health retirement, and bereavement support, and development and implementation of employee wellness programmes. Employee relations: Knowledge of the practices and strategic and operational requirements for the management of the employment relationship between the employee, manager, and labour representative, where applicable, collective bargaining, employee involvement in decision-making, employee consultation, disciplinary and grievance management and employee relations reporting. Employment Equity: Knowledge of the practices and strategic and operational requirements for the management of the employment equity profile of the organisation, gender mainstreaming, disability management, and EE records management and information reporting. Government Knowledge: Knowledge of government policies and strategies regarding employment creation, skills development and human resource development as contained in, inter alia, the National Development Plan, MTEF, National Skills Development Strategy, Human Resource Development Strategy for South Africa, and Human Resource Development Strategic Framework for the Public Service. Human Resources Administration: Knowledge of the practices and strategic and operational requirements for employee recruitment, appointment, probation, remuneration, benefits and payroll, employee health and wellness, termination and exit management, and human resources information management and reporting. Legislative Knowledge: Knowledge of the Public Service Act, Public Finance Management Act, and related Acts and Regulations governing support services in the Public Service and GTAC. Security Management: Work that involves ensuring the confidentiality, integrity, and availability of people, systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of security programs, policies, procedures, and tools. Change Management: initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery. Deliver the message of change in both words and actions and motivate people to change. Strategic Capacity and Leadership: Provides a vision, sets the direction for the HCM unit and inspires others to deliver on the organisational mandate. Gives direction to team in realising the organisation's strategic objectives. Impacts positively on team morale, sense of belonging and participation. Develops detailed action plans to execute strategic initiatives. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others.

DUTIES

: To ensure the efficient and cost-effective resourcing and capacitation of GTAC through the management of human capital. HCM Strategy, Budget, and Governance Management: Manage the provision of HCM inputs to the GTAC strategy and APP, and the development, implementation, monitoring and reporting on the HCM APP and performance indicators. Manage the preparation, compliance and performance monitoring, record keeping and reporting on the HCM budget and expenditure. Actively participating and making meaningful contribution in all meetings. Effectively implement

decisions of the GTAC governance and management committees affecting HCM. Manage the establishment and maintenance of the HCM management framework and internal controls including policies and procedures, business processes, guidelines and templates, systems and databases, and delegations register. Manage the lodging, communication, compliance monitoring and periodic reviewing and enhancement where required of the HCM management framework and internal controls. Manage the provision of support to GTAC audit committee and internal and external audits, including preparation and availability of documentation and information, and the implementation of corrective measures with regard to audit findings. HCM Capacity and Staff Performance Management: Manage the capacity and productivity of HCM including the establishment of posts, recruitment of staff, delegation of work, development of staff. Manage HRM staff performance and learning including the: development, monitoring and reviewing of annual performance plans and indicators, reviewing and reporting of performance results, development and implementation of personal development plans. Manage, in collaboration with ICT, the HCM connectivity, applications and databases functionality and performance. Manage the utilisation and performance of the HCM electronic and paper document management system. Manage the planning and utilisation of the HCM office resources and assets, and auxiliary services. HCM Operations Management, Client Relationships Quality Management: Monitoring and reporting on the management of the HCM delegations and operating frameworks including the development and implementation of the GTAC delegations for HCM, development and implementation of the GTAC File Plan, both electronic and in paper format as well as development, implementation, maintenance and reporting on the GTAC operations management framework and service delivery improvement plan. Manage the Ethics Management Function, including the assumption of Ethics Officer role for the GTAC by ensuring establishment of ethics management frameworks, including policies, committees, guidelines and procedures. Management of financial disclosures. Management of the GTAC gift register. Manage the establishment and maintenance of client and partner relationships and partnerships, and provision of support and advice to strategic stakeholders and partners. Manage the performance and continuous improvement of HCM services delivery including researching and benchmarking services against best-practices, evaluating services against stakeholder and business needs, building network groups for reference and benchmarking, and knowledge exchange and sharing. Manage the development and continual improvement of techniques, tools, methodologies and approaches for the delivery of HCM services. Employee Relations, Disciplinary and Grievances Management: Direct, approve, obtain approval and monitor the GTAC employee relations including the Implementation of progressive discipline, grievance and poor performance processes, Processing and resolution of grievances within the prescribed timeframes. Development of terms of reference and sourcing of investigators to resolve misconduct, grievance and other GTAC cases which cannot be investigated internally. GTAC representation in relevant forums including the DBC, PSCBC, GPSSBC, CCMA, Labour Court, Department of Labour, and National Labour Councils. Direct, approve/obtain approval and monitor the GTAC disciplinary and bargaining processes and reporting including the arrangement of DBC meetings and attendance as GTAC employer representative. Provision of secretariat services including minute taking and records keeping. Provision of technical advice and guidance on negotiation and conflict resolution to the DBC. Provision of advice to management on implications of DBC decisions. Implementation of DBC recommendations. Documenting and submission of DBC discussions to the PSCBC within the required timeframe. Direct and oversee the implementation of Employment Equity, Diversity and Transformation programmes, including the Development of the GTAC's Employment Equity Plan. Development and appointment of Employment Equity Committee. Provision of reasonable accommodation for persons living with disabilities and Management, development and implementation of diversity and transformation programs. Human Resources Management: Oversee, approve, monitor and report on the management and provision of the GTAC human resources services including the management of HR Planning and performance management. Management of the GTAC organisational design, post establishment and job grading. Management of GTAC recruitment, selection, on-boarding and retention of staff. Management and development of talent management policies and

programs for all human capital. Management of employee benefits and compensation allowances, deductions and all statutory and collective agreement provisions. Management of employee satisfaction, engagement as well as exit management. Management and provision of change management services. Management of employee health and wellness. Management of the GTAC HR information systems and employee records. HCM Information Management and Reporting: Manage the preparation and supply of HCM information and documents for compliance checking and auditing purposes. Manage the preparation and submission of statutory reports to DPSA, DPME, Stats SA, Department of Labour as well as Councils and other statutory bodies. Manage the preparation and submission of monthly reports, quarterly overview and progress reports and annual performance reports. Manage the preparation and provision of information for inclusion in the GTAC annual report and other strategic documents. Manage the preparation and provision of facilities management information and documents for, and implement decisions of, the GTAC committees including EXCO, MANCO, PSAC and the Governance and Risk Management Sub-Committee.

ENQUIRIES

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Kaizer Malakoane at (066) 2507072