

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE APPLICATIONS : 03 March 2023
 : Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at www.gov.za; accompanied by a comprehensive CV only, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible). Shortlisted candidates will be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), as well as the relevant highest educational qualifications, on or before the day of the interview. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed (applicants will submit only when shortlisted). Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

POST 06/98 : **DEPUTY DIRECTOR-GENERAL: HUMAN RESOURCES MANAGEMENT & DEVELOPMENT REF NO: HRMC 8/23/1**
 Branch: Human Resource Management & Development

SALARY : R1 590 747 - R1 791 978 per annum (Level 15), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Head Office, Pretoria
 : An undergraduate qualification in Human Resource Management / Public Administration / Management / Industrial Psychology / Management Sciences / Social Sciences at NQF level 7 and a postgraduate qualification at NQF level 8 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 8-10 years' experience at senior managerial level. Extensive experience in Human Resource Management / Public Administration / Management / Industrial Psychology / Management Sciences / Social Sciences environment. Knowledge of the Constitution of South Africa. Knowledge of the Public Service Regulatory Frameworks as well as the Public Finance Management Act. Knowledge of all relevant Departmental and Human Resource Regulatory Frameworks. Knowledge of DPSA Guides, Circulars and Regulations related to Human Resources

Management and Development. Application of Employee Engagement Frameworks. Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial, knowledge and information management. Programme and project management. Problem solving and analysis. Business report writing. Human Resource Management. Planning and organising. Presentation, communication, decision making and initiating action. Coaching and facilitating. Computer literacy. Diplomacy. A valid driver's license, willingness to travel, work extended hours or on call.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee the management of Human Resource Strategy and Planning, Change and Culture Management Strategies and Organisational Development processes in the Department. Oversee the Branch annual performance, business and operational plans are aligned to the Departmental Strategic Plan. Oversee the management of People Acquisition, mobility and people benefits operations. Oversee management of People Benefits policies and strategies. Oversee the transformation and Gender, Employee Wellness, Labour Relations and Discipline Management operations. Oversee Occupational Health and Safety operations. Oversee the design of learning, special programmes, systems, delivery of functional and generic training programmes and Human Resources Development processes. Oversee the management of Education, Training and Development Strategy. Provide strategic direction, leadership and ensure the strategic positioning. Provide strategic direction on the Branch Annual Performance Plans (APP) aligned to the Departmental Strategic Plan. Ensure practice of good governance and compliance in the Branch. Manage human, financial and physical resources within the Unit.

ENQUIRIES
APPLICATIONS

: Ms C Mocke Tel No: 082 301 8580
: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: HRrecruitment@dha.gov.za