

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.

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| <u>APPLICATIONS</u> | : | The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email applications@presidency.gov.za |
| <u>FOR ATTENTION</u> | : | Ms Kefilwe Maubane |
| <u>CLOSING DATE</u> | : | 19 June 2023 @ 16:30 |
| <u>NOTE</u> | : | Applications must include only TWO (2) documents. A completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and readvertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates. Successful candidates will be subjected to reference checks. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The Successful candidate will be required to sign a performance agreement with the Department. |

OTHER POST

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| <u>POST 19/92</u> | : | <u>ASSISTANT DIRECTOR: HR SKILLS DEVELOPMENT</u> Directorate: Organisational Development |
| <u>SALARY</u> | : | R424 104 per annum (Level 09) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor's degree or equivalent (NQF level 07). A Minimum of 3-5 years' relevant experience. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Hands-on executive secretarial experience in offering services to the Deputy Director. Client orientated and customer focus. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and also work well under pressure. Excellent telephone etiquette. Have project management, business and report writing skills. Have effective oral and written communication skills. Good office management, presentation and facilitation skills. Be able to handle confidential matters and has integrity and is trustworthy. Knowledge: Good computer knowledge and of PERSAL System. Good knowledge of travel and |

subsistence procedures. Good understanding of Public Service Regulatory Framework.

DUTIES

: Conduct training needs and gap analysis for employees in the Office. Develop and implement the Workplace Skills Plan (WSP), develop Annual Training Report and Quarterly Monitoring Reports (QMR) with expenditure report and submit to DPSA and the relevant SETA. Implement in - house training programmes. Ensures the implementation of Learnerships and Internships. Implement Adult Education and Training (AET) and other relevant life skills programmes for general staff in the Office. Facilitate training workshops for employees including induction. Render a training and development advisory service to line functions and management. Liaise with other organizations and institutions involved in capacity development programmes, new developments, and trends pertaining to capacity development. Management of internal bursary of employees. Develop the Training Directory and operational plan. Manage day-to-day operations plan of the sub-directorate, supervise and develop staff. Market training and development programmes using various means within the office. Assisting in the development of HRD Implementation Plan & Strategy. Manage the training and development database for report purposes. Evaluate the impact of training programmes. Co-ordinate the Skills Development and Training Committee (SDTC) meetings and perform secretariat duties. Facilitate Compulsory Induction Programme (CIP) for newly appointed employees in the Public Sector. Facilitate the trainings of interns including breaking barriers for entry in the Public Sector.

ENQUIRIES

: Mr Kholofelo Hlungwani Tel No: (012) 300 5477

NOTE

: Candidates will be subjected to a security clearance up to the level of "Top Secret".