

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.



- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, per email.
- CLOSING DATE** : 04 November 2024
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) integrity assessment (3) a generic managerial competency assessment; and (4) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s). Note: Prior to appointment, a candidate will be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course offered by the National School of Government (NSG). The course is under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

MANAGEMENT ECHELON

- POST 38/19** : **CHIEF DIRECTOR: INTERNAL HUMAN RESOURCES AND WORKPLACE ENVIRONMENT**
MANAGEMENT REF NO: DPSA 05/2024
- SALARY** : R1 436 022 per annum (Level 14), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum qualification at NQF Level 7 in Human Resources Management or Human Resources Development or Public Administration or Public Management or related qualification as recognised by SAQA. Minimum of 5 years' experience at senior management level. A minimum of 10 years' experience in a corporate services-related environment with a focus on Human Resource Management and Development, Labour Relations, Security and Facilities Management, and Transformation Programmes (Gender, Employee Health and Wellness, Occupational Health and Safety (OHS) Sound knowledge of the Government legislative frameworks on Human Resources Management and Development, Employee Health and Wellness, Occupational Health and Safety, Gender and Transformation, Workplace Environment Management (Security and Facilities Management), and financial and supply chain management; experience in the development of policies, strategies, frameworks, and guidelines for all the functions of the post; policy implementation monitoring and evaluation; development of standard operating procedures (SOPs); and compliance management. must be competent in strategic leadership and planning, decision-making, problem-solving, change management,

DUTIES

project and program management report writing, and conflict management. Strong financial and contract management skills and intermediate to advanced computer literacy/skills.

: Manage the conducting of research for the development and review of policies, strategies, frameworks, and guidelines for the various functions of the Chief Directorate. Implement the required systems (manual and electronic) and processes to ensure effective delivery of services to the department. Design and implement effective systems for compliance management. Conduct monitoring and evaluation of the implementation of policies. Develop and monitor the implementation of the Human Resource delegations in terms of the Public Service Act and Public Service Regulations. Manage the various committees and forums related to the functions of the Chief Directorate. Compile reports, concept notes, briefing notes, and presentations to the various management and governance structures of the department. Provide technical assistance, advise, and support to managers and staff and conduct capacity building with managers and staff on areas related to all the functions of the Chief Directorate. Implement risk identification and risk management processes and activities. Manage the audit processes, including the timely resolution of audit findings. Ensure effective management of the human and financial resources of the Chief Directorate.

ENQUIRIES

: Ms. Linda Dlodla Tel No: (012) 336 1282
E-mail your application to Advertisement052024@dpsa.gov.za