

## **DEPARTMENT OF SOCIAL DEVELOPMENT**

### **ASSISTANT MANAGER: HRA, PMDS, TRAINING AND RECRUITMENT**

**Salary Package: R311 784 – R376 626 per annum (level 9)**

**(Ref. DSD/01/09/2016) Chris Hani: District Office**

**Minimum Requirements** A National Diploma in Human Resource Management **OR** Public Management **OR** Equivalent qualification with 5 years relevant experience of which three years must be at supervisory experience **OR** Grade 12 with ten years' experience in Human Resource of which three years must be at supervisory level. Code 8 Drivers License. Computer Literacy. Knowledge of Persal.

**Competencies:** Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge of Human Resource Policies, Strategies and related matters. Knowledge of PMDS. Knowledge of Budgeting Processes in the Government, ability to work extended hours. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure and code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills

**Key Performance Areas:** Management of recruitment, selection, appointments and other life cycle events of employees. Manage compensation and condition of service of employees and leave management. Management of Human Resource Personnel Records. Provide and facilitate Performance Management and Development Services. Provide and co-ordinate Training and Skills Development support Services. Prepare and submit consolidated monthly, quarterly and annually reports for the unit. Manage and supervise staff

**CLOSING DATE: 14 OCTOBER 2016**

**APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.**

**TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ecdsd.gov.za](http://www.ecdsd.gov.za) or [www.dedea.gov.za](http://www.dedea.gov.za)**

**Enquiries can be directed to Ms B Nxusani at 043 605 5103 OR Ms A. Bongco 043 605 5115.**

**Applications can be forwarded to the following District:**

**Chris Hani:** The District Coordinator, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. **Enquiries may be directed to Ms Mzinjana at (045) 808-3709**

**Note:** Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.