Assistant Director: HR Planning and HR Information (COO 32/2019)

Salary: R376 596.00 per annum (excluding benefits)
Centres: Pretoria

Requirements:
- National Diploma in Human Resource Management or equivalent relevant qualification. Minimum of 3 years’ relevant experience.
- Good strategic planning management, leadership management, people management, change management, policy development and implementation, financial management, research, analytical, organizing, planning, presentation, communication skills (verbal and written), interpersonal, coordination and stakeholder liaison and interpersonal-relations skills.
- Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually, in team, under extreme pressure and with difficult persons and to resolve conflict.

Duties:
- The successful candidate will be responsible to provide human resources planning and information support services through the following key performance areas:
  - Coordination of Human Capital Management compliance reporting.
  - Maintain HR Information and statistics.
  - Development and implementation of the HR Plan.
  - Maintain HR dashboard information service.

Enquiries: Mr. G Ntshane; Tel. No: 012 399 8628.
For attention: Human Resource Management.
Closing date: 24 February 2020.

- All applications must be submitted on a signed Z83 application form (click bold underlined text to download PDF form) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License (if required) in order to be considered.
- Applications must be forwarded to the Director-General, Department of Environment Forestry and Fisheries, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, 473 Steve Biko Road, Arcadia, Pretoria.
- The National Department of Environmental Forestry and fisheries is an equal opportunity, affirmative action employer.
- It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
- Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.
- Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
- Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
- Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
- All shortlisted candidates will be expected to avail themselves for an interview at the Department’s convenience.
- The Department reserves the right not to make an appointment.
- No e-mailed, faxed or late applications will be considered.
- If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.