



Director: Human Resource Management (COO01/2018)

Salary Remuneration package of R948 174.00 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.

Centre: Pretoria

Requirements:

- An undergraduate qualification in Human Resource Management/ Public Management (NQF level 7) as recognised by SAQA or an equivalent relevant qualification. Minimum of 5 years of experience at middle / senior managerial level;
- Understanding of the Human Resource Management legislation and regulatory framework, Public Finance Management Act and Treasury Regulations;
- Knowledge of HR practice & procedures, administrative procedures, project management, and personnel management;
- Sound research, analytical, organising, planning, and presentation skills;
- Good communication (verbal and written), interpersonal, coordination and stakeholder liaison skills.

Duties:

- The successful candidate will provide a strategic human resource management and administration service, implement and facilitate policy and processes on service benefits, conditions of service and remunerative allowances and perform the following key functions;
- Ensure that vacancy rate is reduced in the department. Oversee the development of job descriptions, grading of posts and alignment of the structure;
- Facilitate the development and implementation of the integrated HR plan;
- Manage and ensure the reduction of turnover rate in the department;
- Compliance with regulatory framework in respect of management of service benefits and condition.

Enquiries: Mr Isaac Letschedi, Tel (012) 399 8641

Attention: Human Resource Management

Closing Date: 23 July 2018

-
- All applications must be submitted on a **Z83 application form** (*click bold underlined text to download PDF form*) accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) in order to be considered.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
 - The Department of Environmental Affairs is an equal opportunity, affirmative action employer.
 - Correspondence will be limited to successful candidates only.
 - People with Disabilities are encouraged to apply
 - **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 subject to a security clearance, the signing of a performance agreement and an employment contract.
 - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
 - The department reserves the right not to make an appointment.
 - **Applications must be forwarded to: Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.** No faxed, e-mailed and late applications will be considered.