

DIRECTOR: HUMAN RESOURCE DEVELOPMENT**(REF. NO. P 04/2024)****INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG**

Remuneration Package: R 1 162 200 p.a. (all inclusive remuneration package, of which a portion can be structured according to the individual's personal needs), subject to the signing of an employment contract, a performance agreement and disclosure of registrable interests

Note: It is the intention of this Department to consider equity targets when filling this position

NOTE: Prior to appointment being made to this post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPISA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPISA SMS competency assessment tools.

REQUIREMENTS:

An undergraduate relevant tertiary qualification in Human Resource Development, Human Resource Management, Public Administration, Public Management (NQF Level 7) as recognised by SAQA; plus, A minimum of 5 years' experience at a middle/ senior managerial level in Human Resource Development environment; plus, Possession of a valid driver's licence (minimum Code B).

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Knowledge of Republic of South Africa Constitution. Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act. Knowledge Performance Management Framework. Knowledge of Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act. Knowledge of Project Management principles. Knowledge of social dynamics of Kwa-Zulu Natal communities. Knowledge of National Youth Development Agency Act. Knowledge of Youth Development Policy. Knowledge of National and Provincial Practice Notes. Knowledge of Supply Chain Management Practices and procedures. Knowledge of Promotion of Access to Information Act. Knowledge of Service Delivery frameworks. Knowledge of Human Rights Act. Knowledge of Bill of Rights Act. Knowledge of Promotion of Administrative Justice Act. Knowledge of Skills Development Act. Knowledge of Employment Equity Act. Knowledge of Human Resource Development Strategy of South Africa. Knowledge of National Skills Development Strategy. Knowledge of the National Development Plan. Knowledge of National Skills Accord. Knowledge of Youth Employment Accord. Knowledge of Provincial Growth and Development Plan. Knowledge of Treasury Regulations. Knowledge of Kwa-Zulu Natal Citizen's Charter. Knowledge of Intergovernmental matters. Knowledge of Ministerial Handbook. Knowledge of Protocol Manual of South Africa. Knowledge of Promotion of Equality and Prevention of Unfair Discrimination Act and any other relevant Acts / Legislative Mandates. Knowledge of Management of Information Systems. Language, listening and presentation skills. Analytical thinking and interpersonal relations skills. Computer skills. Strategic planning and organisational skills. Research, analytical and leadership skills. Financial management skills.

Time management skills. Report writing and problem-solving skills. Communication skills. Conflict management and change management skills. Project management and people management skills. Relationship management skills. Decision making and facilitation skills. Risk Management skills. Strategic direction and project planning and driving skills. The ideal candidate should be innovative, independent, time frame driven, meticulous, believe in confidentiality, proactive, honest, have integrity, be reliable, patient, committed, professional, culturally sensitive, have perseverance and be punctual. He/she must also be self-disciplined and able to work under pressure with minimum supervision and must be able to meet deadlines.

KEY PERFORMANCE AREAS:

Maintain and enhance an effective employees departmental performance management functions. Manage and monitor skills development programmes and bursaries. Manage training and development of departmental employees. Manage the provision of effective and comprehensive Human Resources Development support services to the Department. Provide overall strategic direction and leadership to the Directorate. Chair and provide secretariat and advisory service to the Human Resources Development Committee. Manage the development and implementation of National Provincial and Departmental Directives/ Strategies/Plan related to Human Resources Development. Manage the effective utilization of resources.

ENQUIRIES: **Ms C Zwane** **TEL. NO.: 033 – 355 8902**

CLOSING DATE: **24 May 2024 (at 16h00). Applications received after closing date & time will not be considered.**

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer.

Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X 9043, Pietermaritzburg, 3200 for the attention of Mr C McDougall. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

Note to applicants: Applications must be submitted on the NEW prescribed application form Z83 obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za (which must be originally signed and dated) and must be accompanied by a detailed comprehensive CV. Applicants are advised that all fields of the new Z83 form are compulsory to complete and that the signature of the applicant is mandatory. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in full, initialed and signed, such application will not be considered. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where salary commensurate with experience i.e. OSD Production level posts, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill this post.