

## DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

**APPLICATIONS:** Department of Basic Education, Attention: Ms J Masipa/Ms N Monyela and submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)

**CLOSING DATE: 02 December 2016**

**NOTE:** Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants

**Director: Staffing Services and HR Support to Provinces**

**(Ref no: D/SSHSP/10/2016)**

**Branch: Finance and Administration**

**Directorate: Staffing Services and HR Support to Provinces**

**Salary: All inclusive remuneration package of R898 743 per annum**

**REQUIREMENTS:** The candidate must have a 3 year Bachelor's degree or equivalent qualification •At least five (5) years experience at Middle/Senior Management level and ten (10) years' proven experience in management of Human Resources. He/She must have a thorough understanding of the Government regulatory framework and processes and knowledge of Human Resource legislation and policies. Demonstrate knowledge of the Public Service Act, Public Service Regulations, Employment of Educators, Act, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act and Public Finance Management Act. Knowledge of Recruitment and Selection processes, Personnel Administration, Salaries Management as well as the Performance Management Development System (PMDS) is essential. Managerial leadership ability and strong interpersonal, communication and writing skills are required. The following competencies are essential: Understanding of the education sector •Knowledge and experience in human resource systems e.g. PERSAL and BAS •Ability to ensure cost-efficiency of the personnel budget.

**DUTIES:** The successful candidate will perform following functions: •Provide strategic leadership on matters relating to human resources •Develop HR policies •Manage human resources planning and provisioning •Manage recruitment and selection and personnel administration •Manage the budget related matters •Advise and consult with management as well as relevant sector bodies on HR planning, recruitment and selection principles and practices relevant to the Department •Oversee that the right people are attracted, screened, selected and placed to support the strategic objectives of the Department's core business •Manage organisational development and Job Evaluation •Manage the Performance Management Development System of the Department •Manage Performance Agreements of SMS and Financial Disclosure of Interest (FDI) •Support Provincial Education Departments on HR related matters.

**NOTE:** All short-listed candidates for the above post will be subjected to a technical exercise that intends to test relevant technical elements of the job, whilst selected interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of a performance agreement, employment contract and annual financial disclosures.

Late, e-mailed or faxed applications will not be considered.

**Enquiries:** Ms J Masipa (012) 357-3295/ Ms N Monyela (012) 357 3294