

## DEPARTMENT OF BASIC EDUCATION

*The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. **Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.***

**APPLICATIONS:** Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver 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).

For Attention: Mr A Tsamai/Mr M Segowa

Closing date: 18 August 2023

**NOTE:** Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 **must be completed in full and page 2 duly signed**. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. (ONLY). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the abovementioned requirements will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

**POST:** **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND SOCIAL RESPONSIBILITY Ref: DBE/25/2023**

**Branch:** Finance and Administration

**Chief Directorate:** Human Resources Management, Development and Labour Relations.

**Salary:** All-Inclusive remuneration package of R958 824.00 per annum.

**Centre:** Pretoria

**REQUIREMENTS:** Applicants must be in possession of an appropriate 3-year degree or equivalent qualification (NQF Level 6) as recognized by SAQA; At least 4 years' relevant experience executing Human Resource Development and Social Responsibility at supervisory level; Experience in skills development and training, bursary, internship and learnership programmes; An in-depth understanding of relevant legislations, such as the Employment Act, Employment Equity Act, Public Service Act, Skills Development Act, Skills Development Levies Act and Regulations, Public Finance Management Act; Knowledge of the development of skills Audit and Workplace Skills Plan; Knowledge and understanding of the management of Performance Development Plan (PDP); Knowledge of compiling Annual Training Reports (ART); Ability to facilitate the development and implementation of WSP; Ability to organise commemorations, events and campaigns on the employee health and wellness programmes; Ability to coordinate and support capacity

building and training programmes for Departmental employees; Ability to manage internal Induction and Compulsory Induction Programme; Report writing, excellent presentation and facilitation, organisational, communication, computer and research skills are essential.

**DUTIES:**

The successful candidate will be responsible for assisting the Directorate and take responsibility for all aspects relating to skills development and training, employment equity, bursary and internship programmes; Assisting in developing Human Resource Development Strategy and Human Resources Implementation Plan; Assist in compiling Workplace Skills Plan (WSP), Annual Training Reports (ART) and oversee the communication and implementation of the employment equity plan; Representing the Department at the skills development and training, employment equity and bursary committees; Assisting to offer an advisory service to management and line functions with regards to skills development and training, bursary and internship programmes; Overseeing appropriate interventions, awareness and training programmes that will promote productivity, service delivery and ensure healthy work environment; Assisting in organising national campaigns including employee health and wellness campaigns; Assisting in the implementation and monitoring of the Workplace Skills Plan, Employment Equity Plan and 4 PILLARS Operational Plans and report progress to the relevant structures; Serving as a secretariat during the Skills Development Committee.

**Note:**

All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

**ENQUIRIES:**

**Mr A Tsamai (012) 357 3321/Mr M Segowa (012) 357 4291**