

DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

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 or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION:

Ms J Masipa/Ms N Monyela

NOTE:

Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certified must be attached if required. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. Applications received after the closing date, e-mailed or faxed applications will not be considered.

CLOSING DATE:

31 October 2021

POST:

DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND SOCIAL RESPONSIBILITY (Ref No: 30393/01)

Branch: Finance and Administration

Chief Directorate: Human Resource Management, Development and Labour Relations

Directorate: HR Development and Social Responsibility

SALARY:

All-Inclusive remuneration package of **R1 057 326** per annum

CENTRE:

Pretoria

REQUIREMENTS:

Applicants must be in possession of a relevant Bachelor's degree or equivalent qualification (NQF Level 7) as recognised by SAQA. At least five (5) years' experience at middle/senior management level executing Human Resources Development and Social Responsibility duties. Experience in the management of skills development and training, employment equity, employee health and wellness, bursary, internship and learnership programmes; Ability to manage, co-ordinate and support capacity building and training programmes for departmental employees; Ability to facilitate the development and maintenance of the Workplace Skills Plan (WSP) and Human Resource Development Plan (HRD Plan); Ability to manage the internal and compulsory induction and bursary programmes; Ability to manage the implementation of the employee health and wellness programme and compile 4 PILLARS operational plans and relevant reports; Ability to organise commemorations and campaigns. Sound knowledge of relevant legislations is essential including the Employment Equity Act, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Service Regulations, Labour Relations Act, Employment of Educators Act, Basic Conditions of Employment Act, Employment Equity Act, Public Finance Management Act and National Skills Development Strategies. Sound understanding of the Recognition of Prior Learning (RPL), the role of the Sector for Education, Training and Authority (SETAs). Understanding of the Performance Management and Development System and Processes. He or she be in possession of the following skills: counselling, analytical, problem solving, planning, facilitation, communication, financial management; and organisational skills; Highly credible professional with good leadership, people management and empowerment, policy making, conflict resolution, negotiation and sound management skills; must be a team player and strategist.

Process competencies: Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client orientation and Customer focus, Communication skills. **Core Competencies:** Strategic capacity and

leadership, People Management and Empowerment, Financial Management, Change management.

DUTIES:

The successful candidate will be responsible for managing and monitoring the implementation of skills development and training, employment equity, internship, learnership, bursary, employee health and wellness and diversity management programmes. Compiling Workplace Skills, Human Resource Development Implementation, Employment Equity, Employee Health and Wellness (4 PILLARS) Operational Plans and relevant reports. Assessing the impact of training within the Department. Conduct skills audit. Conduct PMDS, induction and diversity management workshops. Organise campaigns and commemorations. Ensuring successful administration and implementation of the internship and learnership programmes; Managing the development, maintenance, monitoring and interpretation of the employment Equity Plan (EEP); Ensuring that the department complies with reporting requirements in line with the EEP; Providing expert advice to the department in pursuit of EEP targets and requirements and managing issues of diversity such as race, gender and disability.

NOTE:

A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link https://www.thensg.gov.za/training-course/sms-pre-entry_programme/. 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 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). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

ENQUIRIES:

CLOSING DATE:

Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294
31 October 2021