

HUMAN RESOURCE SPECIALIST (3 YEAR CONTRACT)

**SALARY SCALE: R864 177- R1042 500 (DIRECTOR-CHIEF DIRECTOR LEVEL
DEPENDING ON EXPERTISE AND EXPERIENCE IN THE FIELD)**

(all-inclusive salary package (including basic salary =70% of package, the State's contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structured according to the individual's needs).

PURPOSE: To provide strategic, technical and administrative support in implementing and monitoring strategies to ensure that, Eastern Cape's Provincial Departments meet their objectives.

REQUIREMENTS: Master's degree/post graduate degree/Honours in Human Resource Management, Public Admin or any related field plus Minimum of 7-9 years' experience in senior management level.

KEY PERFORMANCE AREAS:

Provide oversight and management support to the uniform implementation of Provincial policies and procedures and monitor compliance and Compensation of Employees (CoE) in the departments:

- Coordinate the development of credible organograms informed by Service Delivery models, norms and standards of specific sector departments.
- Provide written reports on the turnaround plans of sector departments, including the development and monitoring as such Human Resource Management turnaround plans.

- Responsible for processing of payments for all centralised Human Resources management and salary functions in Provincial Treasury.
- Coordinate the sittings and report productions from the Provincial Treasury perspective for the sub-Technical Cabinet Budget Committees as well as Cabinet Budget Committees.
- Lead and support discussions from Provincial Treasury perspective around the Education sector, Post Provisioning Norms.

Provide Strategic support to optimise the efficiency in ensuring integrity of personnel data in departments:

- Develop concept document on headcount verification;
- Provide Support on the Persal clean-up project;
- Develop a Project Plan for implementation.
- Analyse the personnel data of sector departments to maximise efficiency gains in the management of personnel expenditure.

Provide strategic support to the effective and efficient programme implementation in the departments.

Manage area of responsibility:

- Maintain high standards by ensuring that, the team/ section produces excellent work in terms of quality/quantity;
- Resolve problems of motivation and control with minimum guidance from Manager;
- Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities;
- Ensure timesouly development and implementation of Work Plans and Personal Development Plans (PDPs) for all subordinates;
- Manage daily employee performance and ensure timely Performance Assessments of all subordinates;
- Ensure implementation and management of Risk, Finance and supply chain management protocols and prescripts in the area of responsibility
- Ensure management, maintanance and safekeeping of assets

CHANGE MANAGEMENT SPECIALIST (3 YEAR CONTRACT)

**SALARY SCALE: R864 177- R1042 500 (DIRECTOR-CHIEF DIRECTOR LEVEL
DEPENDING ON EXPERTISE AND EXPERIENCE IN THE FIELD)**

Purpose: To assist with Organisational Development and to develop, facilitate and manage change management interventions in the department.

Requirements: Masters Degree in Industrial Psychology or similar qualification plus Minimum of 3 to 5 years proven experience in Change Management.

KEY PERFORMANCE AREAS:

Facilitate changes in technology, human behaviour and processes with minimal cost and disruption to the department, in a manner that enhances and ensures achievement and delivery of departmental objectives:

- Manage and lead the identification, initiation and prioritization of change processes within the department.
- Facilitate the development of change management frameworks, methods and implementation plans.
- Evaluate the impact and effectiveness of change management frameworks.
- Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department.
- Manage the implementation of change processes that strengthen the strategic, organizational, cultural and environmental domains of the department

Manage and lead the training of change agents within the department and the development of capacity to deliver change management internal consulting services by HR practitioners.

Systematically analyse departmental activities or processes with a view to improving the department's alignment with the strategic goals and or its effectiveness and efficiency:

- Facilitate the development of revised or new processes to enhance efficiency and effectiveness in the department

- Manage and lead the identification and initiation of process improvement opportunities within the department.
- Facilitate acceptance and buy in of improvement initiatives within the department.
- Manage and lead the change processes that might be necessary.
- Oversee and lead the implementation strategy for change processes.

Implement the departmental Talent Management Strategy/Framework. Monitor and evaluate the effectiveness and implementation of the Framework within the department.

PLEASE NOTE THAT THE LEVEL OF APPOINTMENT WILL BE DETERMINED BY THE APPLICANTS' COMPETENCIES AND WILL BE BASED ON EXPERIENCE

APPLICATION INSTRUCTIONS

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, drivers license (where applicable) and Identity Document(with an original certification stamp), Z83 form must be signed by an original signature.
- It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).
- Short listed candidates will be required to undergo competency assessments.
- All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job.
- All short listed candidates will be required to undergo security clearance.
- All the appointments are subject to State Security Agency (SSA) security screening.

FEMALES AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

- **Post:** The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag x0029 ,Bhisho,5605
- **Hand Delivery:** Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho.

Enquiries can be directed to Ms A.Guga, at (040) 1010 071/2

CLOSING DATE: 27 NOVEMBER 2015

NO FAXED APPLICATIONS WILL BE ACCEPTED.

APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.