



ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT PRACTITIONER

SALARY NOTCH : R227, 802 PER ANNUM
REF : PT 15/06

To facilitate the implementation of Organisational Development Interventions and change management programmes.

Requirements: •An appropriate Degree or National Diploma in Organisational Development / Industrial Psychology / Management Services or any related field. Minimum of three (3) years' experience in Organisational Development environment.
Applicants must possess the following Knowledge, Skills and Competencies: Change Management, Organisational Design, Job Evaluation, Business process mapping (using Visio System), Problem Solving, Project Management, Research (knowledge of **Action research** will be an added advantage), Policy Analysis, Good Interpersonal Skills Facilitation Skills, Analytical Thinking. Good Communications Skills (verbal & written), Computer Literacy.

Knowledge of Public Service Legislative and regulatory framework and organisational development principles and techniques. Self-management, Time management and willingness to work extra mile. A valid driver's licence.

KEY PERFORMANCE AREAS: Review and redesign departmental organisational structure. Conduct business processes mapping and develop standard operating procedures for the department. Facilitate the development of Job description for the department. Co-ordinate and facilitate the implementation of Job evaluation. Facilitate and coordinate Change Management Process.

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).

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- The Department of Provincial Treasury welcomes people with disabilities.
 - Females and people with disabilities are encouraged to apply and will be given preference.
 - All short listed candidates will be required to undergo security clearance.
 - All the appointments are subject to State Security Agency (SSA) security screening.

Applications can be forwarded through one of the following options:

- **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

Failure to submit a comprehensive CV, qualifications and the signed Z83 form will result in the disqualification of the application from the process.

Enquiries can be directed to Ms B Ndayi at (040) 1010 072

CLOSING DATE: 13 March 2015