



Province of the
EASTERN CAPE
PROVINCIAL TREASURY

DEPUTY DIRECTOR : RECRUITMENT AND SELECTION
SALARY NOTCH : R532, 278 PER ANNUM
REF : PT 15/25
LEVEL : 11

REQUIREMENTS

A three year tertiary qualification i.e. Degree (NQF level 7) / National Diploma (NQF level 6) or equivalent in Human Resource Management / Public Admin / Public Management or any related field. Minimum of 3 - 5 of years working experience in Recruitment and Selection environment of which 3 years must be at an Assistant Director level.

Applicants must possess the following competencies:

Strategic thinking Financial Management and budgeting, Diversity Management , Problem solving and decision making. Project Management, Team leadership, People Management, Planning and organising, Client Orientation and customer focus. Managing Interpersonal Conflict and resolving problems. Knowledge, understanding and application of legislative framework, policies and prescripts that govern the Recruitment and Selection process in the Public Service. Thorough knowledge of PERSAL System. Computer literacy. Drivers Licence is a prerequisite.

KEY PERFORMANCE AREAS

Develop and ensure implementation of the annual recruitment plan. Manage the recruitment process. Manage probationary appointments and coordinate the submission of financial disclosures. Manage the process of transfers, secondments, and acting appointments and compile reports to various stakeholders. Ensure correct capturing of information (appointment) on PERSAL. Authorise transactions on PERSAL. Ensure correct linking of users and functions. Manage the implementation of remuneration policies, procedures and practices. Develop and review Recruitment and Selection policy and retention policy. Present policy to stakeholders for inputs. Conduct awareness campaigns on developed and reviewed policies and strategies. Provide inputs to line management and unit for budgeting purposes. Compile the unit's operational plan. Monitor and evaluate the effectiveness and implementation of retention strategies or techniques of the department. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality, quantity and timeliness. 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. Manage employee performance and ensure timely development & implementation of work plans and assessments for all subordinates.

DEPUTY DIRECTOR : CONDITIONS OF SERVICES
SALARY NOTCH : R532, 278 PER ANNUM
REF : PT 15/26
LEVEL : 11

REQUIREMENTS

A three year tertiary qualification i.e. Degree (NQF level 7) / National Diploma (NQF level 6) in Human Resource Management / Public Admin / Public Management or any related field. Minimum 3 - 5 of years working experience in Conditions of Service of which 3 years must be at an Assistant Director level.

Applicants must be posses Competencies: Strategic thinking Financial Management and budgeting, Diversity Management , Problem solving and decision making. Project Management, Team leadership, People Management, Planning and organising, Client Orientatation and customer focus. Managing Interpersonal Conflict and resloving problems. Knowledge, understanding and application of Human Resource Management with reference to Conditions of Service in the Public Service. Thorough knoweldege of PERSAL System. In-depth knowledge of legislative framework that governs the Public Service. Computer literacy. Drivers licence is a prerequisite.

KEY PERFORMANCE AREAS

Manage implementation of Service Benefits. Manage Service Terminations. Conduct Exit Interviews, analyse trends and present findings to management. Develop long term strategies to address employee turnover. Manage Leave Matters including PILIR. Manage safekeeping and disposal of HR Records. Conduct research in developing and reviewing policies. Liaison with line managers and stakeholders for inputs on policy development/review. Conduct awareness campaigns on new and reviewed policies. Communicate departmental plans and offer guidance to all employees. Provide inputs to line management and unit for budgeting purposes. Compile the unit's operational plan. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and within prescribed timeliness. Resolve problems of motivation and control with minimum guidance from manager. Supervision and Delegation of functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

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).
- 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: 15 MAY 2015