

EASTERN CAPE PROVINCIAL TREASURY

THIS POST BASED IN BHISHO

ASSISTANT DIRECTOR	: SKILLS DEVELOPMENT
SALARY NOTCH	: R311 784 PER ANNUM
SALARY LEVEL	: 09
REF	: PT16/40

Purpose: To facilitate the capacitation of all employees through training and support.

REQUIREMENTS

A three year Degree (NQF Level 7) / National Diploma (NQF Level 6, with a minimum of 360 total credits) or relevant RPL certification issued by a recognised higher education institution or SETA (minimum of 120 credits at NQF 6) in Human Resource Management or Human Resource Development or any related field, plus a minimum of three (3) years practical experience in the Human Resource Development field.

Applicants must possess the following attributes and competencies:

In-depth knowledge of legislation framework that governs the Public Service, Problem Solving, Planning and Organising, Interpersonal Relations, Project Management, Good Communication Skills (verbal and written), People Management, Computer Literacy.

KEY PERFORMANCE AREAS:

Facilitate and co-ordinate training for employees in the Department

- Implement employee capacity development plan and supporting programmes;
- Liaise with the training providers about the Department's training needs;
- Submit quarterly and annual reports to management, Office of the Premier and the DPSA,
- Supervise the sourcing, scheduling and delivery of employee training interventions;
- Conduct training effectiveness studies twice annually;
- Provide advice and guidance on implementation of Skills Development policy frameworks.
- Supervise administration of the business and meeting arrangements of the Skills Development Committee;
- Represent department in provincial and national HRD fora
- Submit annual review of Skills Development Policy.

Implement, monitor and evaluate the Skills Development Plan

- Conduct training needs analysis;
- Determine and advise management on annual skills priorities;
- Provide inputs and/or compile workplace skills plan (WSP) and annual training plan;
- Provide regular reports to management on the implementation of training interventions identified in the WSP and individual specific ;
- Monitor implementation of training priorities and provide feedback to management.
- Submit Annual HRD implementation plan and report;

Implement, monitor and evaluate the Internship Programme

- Coordinate the screening, recruitment and placement of interns;
- Supervise the administration of internship contracts;
- Manage the intern capacity development programme, including their rotation and regular feedback and reporting on skills transfer;
- Give guidance and advise on the application of the Internship Programme policy framework;
- Monitor and report on quarterly and annual basis on the implementation of the Internship Programme policy framework;
- Supervise the maintenance of Internship database;
- Submit Annual HRD implementation plan and report;
- Submit annual review of Internship Policy.

Implement, monitor and evaluate the Learnership Programme

- Identify Learnership Programmes relevant to skills needs of the department;
- Coordinate screening, recruitment and placement of 18.2 learners;
- Facilitate the training of mentors for the Learnership Programme support;
- Monitor alignment of Learnerships Programmes to SETA, HEQF and department's requirements;
- Monitor, evaluate and report on the progress of the Learnership programmes;
- Manage arrangements relating to learner-facilitator and learner-mentor contact sessions;
- Liaise with relevant stakeholders regarding the administration and successful delivery of Learnership Programmes;
- Supervise the administration of learnership contracts.

Implement, monitor and evaluate the Bursary Scheme

- Manage the implementation of the departmental bursary policy
- Liaise with tertiary institutions regarding statements of accounts academic results of students sponsored by the department;

- Supervise timely payment of student accounts including purchase prescribed material;
- Monitor and report on academic progress results of students sponsored by the department;
- Advise, monitor and report on compliance to bursary policy provisions;
- Administer bursary contractual obligations of students;
- Submit annual review of Bursary Policy.

Co-ordinate, administer and monitor the implementation of talent management initiatives

- Administer and monitor implementation of Talent Management policy frameworks;
- Evaluate alignment of departmental policies and practices to national policy guidelines and advise on remedial action, where necessary;
- Coordinate identification of candidates for participation in succession planning and career development programmes;
- Compile and submit quarterly and annual reports on implementation of talent management initiatives.

Manage efficient utilisation of HRD allocated resources

- Ensure of the development and implementation of work plans for all subordinates;
- Ensure timely Performance Assessment of all subordinates;
- Ensure subordinates have Personal Development Plans (PDP's) and are developed, performance managed and rewarded accordingly;
- Delegate functions to direct reports based on individual potential provide the necessary guidance and support and afford direct reports adequate training and development opportunities;
- Maintain high standards of work delivery by ensuring that the direct reports produce excellent work in terms of quality/quantity and timeliness;
- Resolve problems of motivation and control with minimum guidance from immediate supervisor;
- Provide budget inputs, monitor expenditure and report on compliance to department's financial management objectives;
- Ensure that departmental assets are managed, maintained and kept safely.

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, driver's 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).

- Applicants must quote the relevant reference number.
- All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job.
- If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.
- The Department of Provincial Treasury welcomes people with disabilities.
- All short listed candidates will be required to undergo pre-employment screening.
- All the appointments are subject to security vetting results.

PLEASE NOTE: Applications from all racial groups are welcome. However, in making appointments to some of these posts the department may give preference to the following employment equity target groups if they apply and meet the requirements:

- People with Disabilities
- Coloured Females
- Coloured Males
- White Females and
- White Males.

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 072/071

CLOSING DATE: 14 OCTOBER 2016

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.