



Province of the

EASTERN CAPE

PROVINCIAL TREASURY

ORGANISATIONAL DEVELOPMENT OFFICER

SALARY NOTCH: R185, 958 PER ANNUM

CENTRE: BHISHO - Ref PT 12/30

To render effective, efficiency advisory services to management through the application of various organizational development techniques.

Requirements: • An appropriate Degree or National Diploma in Work Study/ Organisational Development / Industrial Psychology with majors in work study/ industrial psychology or equivalent i.e with two years relevant experience. Proven working experience in the field of organisational development, drafting of job descriptions and profiles and organisational structures are pre requisites. Knowledge of PERSAL would be advantageous as well as business process mapping.

Personal attributes: • Confident, creative, solution- and service-orientated. • Excellent communication skills (verbal and written). • The ability to communicate at all levels in the Department. • Good interpersonal and organisational skills. • A high degree of professionalism. • The ability to perform in a deadline-driven environment. • Knowledge of formal business meeting procedures and processes including report writing. • Must be able to work outside normal working hours when necessary. Highly computer literate and proven knowledge of advanced Microsoft office applications.

KEY PERFORMANCE AREAS: Conduct business process re-engineering (BPR) normally known as method study. Conduct work measurement investigations including application of Method Time Measurement (MTM). Develop and maintain job descriptions for the department. Conducting investigations on labour devices and office accommodation (Ergonomics). Conduct and implement job evaluation in the department. Review and redesign departmental organisational structure. Facilitate and co-ordinate change management interventions in the department. Conduct post establishment and investigation for the purposes of post provisioning. Undertake Departmental forms design and review. Conduct investigations on post percentage efficiency utilization.

APPLICATION INSTRUCTIONS

- Applications must be submitted on the prescribed application 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 (including senior certificate) 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.
- 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 Senior Manager: Human Resources Management, 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. **(NO FAXED APPLICATIONS WILL BE ACCEPTED)**

Enquiries can be directed to Ms A. Guga at 040 609 5801 /5521

Closing date: 24 AUGUST 2012

Eastern Cape
Province