

Department of Education

Chief Director: HRM & D (SL 14)

Chief Directorate: HRM & D

All-inclusive remuneration package: R1 436 022 per annum

• Ref No: K36662 • Corporate Centre: Mmabatho

Requirements: • An appropriate Bachelor's degree (NQF level 7) or equivalent qualification as recognized by SAQA in Human Resource Management and/or related discipline • Training and courses in management practices • A minimum of five (5) years' experience at senior managerial level in spheres of human resource management and development • Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme) • A valid driver's license.

Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but the successful candidate shall not be appointed before successfully obtaining the certificate (SMS Pre-Entry/Programme) offered by the National School of Government. Information can be accessed via this link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

Expert knowledge: Expert knowledge of the legislative and regulatory environment informing human resource management, development and labour relations including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Intimate knowledge of the IT systems associated with human resource management and administration [PERSAL and WALKER] • Ability to design and implement internal systems and controls to ensure sound operational management.

Core Management Competencies: • Strategic capability and leadership skills • Client orientation and customer focus • Financial management • People management and empowerment • Communication • Project and programme management • Change management, Knowledge management and service delivery Problem solving and analysis, Knowledge of MS Word, MS Excel and MS PowerPoint.

Key performance areas include, inter alia: • Ensure strategic human resource management advice and leadership • Ensure management of human resource development • Ensure proper human resource administration • Ensure management of Employee Health and Wellness • Ensure management of Organisational Development and HR Planning • Ensure management of Employee and Labour Relations • Chief Directorate Operational Management.

Enquiries: Mr M H Mashao, Tel: (018) 388 1479

General Instructions

In terms of the Departmental Equity Plan, females and persons with disabilities will receive preference. The Department is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the Department through the filling of this post.

Candidates whose transfer/promotion/appointment will promote the aforementioned will receive preference. A clear indication in this regard will facilitate the processing of applications. The applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled on every page. The new Z83 Form must be accompanied by a recently updated and Comprehensive/Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees.

Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiry persons to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make any appointments to the advertised posts.

Applications should be forwarded to: The Superintendent-General, Department of Education, Private Bag X2044, Mmabatho, 2735, for attention: Sub-Directorate: HRM – Recruitment Section, alternatively, hand delivered at Block C (Offices C22 – C25) - Old Mmabatho High Hostels, Chief Albert Luthuli Drive. Contact Numbers for further assistance, Tel. (018) 388 2088/2165/3278/4016/4102

Closing date: 04 October 2024

(posted applications must have reached the Department by 16:30 pm on this date, otherwise they will not be considered).



education

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North West Provincial Government
REPUBLIC OF SOUTH AFRICA