

## DEPUTY DIRECTOR: HUMAN RESOURCES ADMINISTRATION

Ref (G011/2015)

Salary: R569,538.00 – R674,979.00 per annum (All-inclusive package)

PRETORIA

---

### **Purpose**

To manage the Human Resources Administration, including Recruitment, Remuneration, benefits management and Transformation for the GTAC.

### **Key outputs:**

#### **Implementation of strategic operational plans**

- Implement Human Resources operational strategies and plans to optimise operational efficiency;
- Review and align plans as required by GTAC, DPSA and best practice development;
- Develop, implement and monitor the recruitment & selection framework relevant to strategic needs of the GTAC;
- Identify, negotiate and maintain relationships with recruitment agencies to ensure that the GTAC is obtaining the most competitive pricing from all third-party vendors;
- Ensure effective processing of applicants through the various stages of the selection process, from initial screening to management of offers;
- Manage sourcing & placement of permanent, contractors and temporarily staff;
- Ensure alignment and consistency in the communication to candidates, line managers and service providers regarding interviews, offers, declines and feedback;
- Oversee and provide direction regarding off-site recruiting activities including participation in professional information sessions; and
- Provide training & education to line management on the recruiting process, interviewing techniques, effective networking strategies, etc. to inspire a stronger partnership between line management and the recruiting team

#### **HR Administration**

- Develop and facilitate the implementation of all HR Administration Policies;
- Quality assurance of all documents, statistics and PERSAL transactions before sign-off / Authorise;
- Approve all PERSAL transactions;
- Ensure that HR systems and processes are in place to enable HR support on employee benefits to the whole National Treasury workforce;
- Effective management of benefits and compensation framework and records management.
- Service Delivery and Transformation Identify transformation programmes and empowerment interventions;
- Advice on the integration of transformation programmes within the GTAC and branch (divisional) operational plans;
- Advice on the translation of government targets to GTAC specific targets;
- Monitor, evaluate and report on the attainment of transformation policies, programmes, strategies and set GTAC's targets;
- Advise and support the implementation of transformation programmes and activities; and
- Organisational Development and Establishment Management.

#### **Manage GTAC establishment and databases**

- Ensure compliance with the legislative and regulatory frameworks of the Public Service; and
- Ensure compliance to all employees' benefit frameworks in the Public Service Act and Regulations.

**Requirements** A relevant 3 year qualification and 7+ Years' experience in Human Resources • Excellent knowledge of all public service statutory and regulatory requirements w.r.t. Human Resources Management • Good knowledge of Recruitment, PERSAL and HR Administration • Ability to interpret and apply Act, Regulations and Directives and Policies • Experience in developing and executing comprehensive HR policies • Good communication skills and strong presentations skills • Ability to manage HR data and provide rigorous analysis of that data • Experience in planning, organizing and monitoring a large volume of HR activities and managing a small team with a high volume work load.

---

The Government Technical Advisory Centre (GTAC) is an equal opportunity employer and encourages applications from women and the disabled in particular. Our buildings are  to disabled persons.

Applications should be accompanied by a comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail [recruit@gtac.gov.za](mailto:recruit@gtac.gov.za) Closing date 21 September 2015 at 12h00, no late applications will be accepted.

Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the GTAC within one (1) month of the closing date, please regard your application as unsuccessful.



National Treasury  
REPUBLIC OF SOUTH AFRICA