

ASSITANT DIRECTOR: HUMAN RESOURCES MANAGEMENT (x2)
Ref (G012/2015)

Salary: R289,761.00 – R361,659.00 per annum

PRETORIA

Purpose

To deliver a Human Resources Management service to the GTAC

Key outputs:

Employee Relations and Employment Equity

- Submit updated Employment Equity report to the Dept. of Labour annually;
- Administration of grievances, disciplinary hearings, appeals, conciliation and arbitration processes;
- Appointment of Investigating Officers, Departmental Representatives, Presiding Officers, drafting of notices, arrange disciplinary hearings and provide secretariat functions; and
- Write submissions and recommend decisions to relevant authority.

Wellness Governance

- Develop, review, implement and monitor Employee Wellness policies and strategies for improvement;
- Procure and manage the services of Employee Wellness service providers;
- Health & Productivity Management; and
- HIV/AIDS Management.

Job Evaluation

- Develop and upgrade Job Descriptions for the GTAC;
- Consult with line managers to get a better understanding of the proposed position, and advise accordingly;
- Analyse in detail the purpose, duties, responsibilities, skills, outcomes, and work environment of a particular job;
- Analyse / review the job responsibilities, and articulate the most important outcomes or contributions needed from the position; and
- Analyse jobs.

Organisational Design

- Ensure that organisational structure is updated and aligned w.r.t. DPSA's framework;
- Do Organisational Design Intervention when new posts needed to be created; and
- Finalise all DPSA consultation documents in order to create posts as prescribed.

Recruitment

- Manage all phases of the recruitment process in the GTAC.

Establishment Management

- Develop & manage HR establishment database;
- Manage all establishment information;
- Approve all PERSAL transactions; and
- Present monthly reports on all establishment matters.



Service Delivery and Transformation

- Support the implementation of transformation programmes and activities;
- Identify transformation programmes and empowerment interventions; and
- Assist with the translation of government targets to GTAC specific targets.

Delegation System Administration

- Management, maintenance and monitor of the department's system of public administration and financial delegations;
- Point of communication and information exchange on delegation matters;
- Ensure that delegation registers are regularly reviewed, updated and validated by Legal Services and in the case of financial delegations, Internal Audit;
- Maintain a Consolidated Register of Delegated Officials for both public and financial administration; and
- Issue Delegation Decision Registers for every post holding delegated powers and duties.

Qualifications and Experience: • A relevant 3 year qualification and 4+ years' experience in Human Resources • Good knowledge of all statutory documents w.r.t. Human Resources Management • Ability to interpret and apply the Public Service Act, Regulations and policies • Experience in executing comprehensive HR strategies and policies • Good communication skills, with experience influencing others with well thought out recommendations • Ability to manage HR data and provide rigorous analysis of that data.

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 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