



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES DIVISION

HR SPECIALIST: HUMAN RESOURCES DEVELOPMENT

Remuneration Package R376,596.00 per annum (Excl. benefits)

Reference: (Ref. S083/2019)

Pretoria

The incumbent will be required to: Coordinate, facilitate, conduct and supervise training and development programmes, assessing effectiveness against training needs within the National Treasury.

Qualifications and experience requirements: A 3 year National Diploma/ Degree in Human Resources Management/ Industrial Psychology or related • A minimum of 3 years' experience obtained within a human resources development environment • Knowledge of the facilitation of training programmes • Knowledge and experience in operational training processes • Knowledge of the procurement procedures of the Public Sector • Knowledge and experience of the different training delivery methodologies • Knowledge and experience of research methodologies • Good Presentation and Facilitation skills • Good Communication and Writing skills • Good Statistical Analysis skills.

Some key outputs include: Coordinate and Delivery of Training Programmes: Coordinate and Facilitate existing internal training programmes • Assess the training and developmental needs of employees in the National Treasury through the Individual Development Programmes • Provide career development sessions and support the NT induction and orientation programme • Implement and execute the coaching and mentoring programme for the National Treasury • Execute the implementation of operational training and development strategy aligned to the Talent Management Framework **Monitoring, Controlling and Evaluation of Training Programmes:** Participate in the updating of training programmes and training manuals • Evaluate techniques and proficiency testing methods to measure the effectiveness

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by a fully completed Z83 (non-negotiable) comprehensive CV in pdf format and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the full name of the position on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be consider. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. 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 National Treasury within 3 month of the closing date, please regard your application as unsuccessful.



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of internal programmes. • Provide research support to determine training relevance and appropriateness • Implement and coordinate a quality measurement framework to continuously improve quality of training rendered **Stakeholder Management:** Review and manage external training provider programs to ensure that the highest standards are maintained • Sourcing and management of service providers for all relevant training programmes • Sourcing of donor sponsored technical and behavioural training programmes **Administration and Support:** Monitor the development of negotiated training contracts and related service terms and conditions • Provide statistical information pertaining to training for annual training plans • Submit quarterly reports on all operational training activities.

Applications may be sent via e-mail to Recruit.OMIN@treasury.gov.za

Closing date: 2 August 2019 at 12:00pm

Please note: We only accept applications sent via email to the above mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.

Please also ensure that you read the full advert for guidance on how to send your applications.

For further information regarding the positions please visit our careers page <http://www.treasury.gov.za/careers/default.aspx> or contact: Ms Anne Tjale on 012 395 6608.

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