



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

## CORPORATE SERVICES DIVISION

### HUMAN RESOURCES BUSINESS PARTNER

**Remuneration Package R 697, 011.00.00 per annum (All-incl.)**

**Reference: (Ref. S062/2018)**

**Pretoria**

**The incumbent will be required to:** Provide a fully Integrated HR Service to the National Treasury, and establish a culture of excellence through value-adding HR offerings and processes.

**Qualifications and experience requirements:** A Degree / National Diploma in Human Resources Management or any relevant qualification as recognised by SAQA • A minimum of 5 years' experience in the broader HR field • Knowledge and experience in the delivery of HR processes and leading change, within business units • Knowledge and experience of the prescribed policy and regulatory framework of government.

**Some key outputs include: HR Service Delivery:** Establish and maintain strong relationship management and service excellence with stakeholders and uphold the HR Brand equity in line-functionaries • Establish partnerships with line-functionaries to execute relevant HR Processes to the Business (Divisions) • Identify, understand and translate Line/ Business needs into value-adding HR initiatives • Implement systems and processes to ensure that HR meets its strategic objectives, in line with those of the National Treasury • Establish HR service Delivery as the 1<sup>st</sup> and single point of contact in the Divisions on related matters/ queries/ requests • Be a custodian of: Line-functionaries HR needs, HR processes in Line (Talent Management Offerings), HR policies, procedures & practices in Line (HR Governance) • Provide HR support and guidance to both Managers and employees within the Division **HR Communication:** Enable the marketing and communication of HR Initiatives within the National Treasury **HR Governance:** Ensure compliance to HR Policies and Procedures **HR Operations:** Ensure that transactional HR aspects are kept in line with legislative requirements (employee data, information & records) for Divisions are accurate and valid at all times • Implement processes and procedures to measure HR's impact and contribution to the National Treasury's effectiveness • Evaluate

---

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 and certified copies of qualifications and ID no less than 6 months. 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 address mentioned. Kindly note: applications that are not accompanied by a fully completed Z83 will not be considered including late applications. 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 to 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



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

HR policies and align services offerings **HR Projects:** Manage key strategic HR projects, implementation and their deliverables thereof • Execution and monitoring of progress and compliance on: Policies, procedures, practices & processes in line, Change Management initiatives, Strategic HR initiatives **HR Information:** Analyse and interpret HR reports, and identify positive and negative trends, with recommendations thereof • Provide relevant HR management information/reports as per business requirements • Achieve HR key performance indicators and objectives in the Divisions (*HR Dashboard & Scorecard Indicators, metrics*) **Relationship Management:** Develop and maintain effective relationships with Line (both managers and employees).

Applications may be sent via e-mail to [Recruit.EXEC@treasury.gov.za](mailto:Recruit.EXEC@treasury.gov.za) closing date: 19 November 2018 at 12:00.

For further information regarding the positions please visit our careers page <http://www.treasury.gov.za/careers/default.aspx> or contact: Ms Caroline Modibane on 012 315 5092.

---

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 and certified copies of qualifications and ID no less than 6 months. 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 address mentioned. Kindly note: applications that are not accompanied by a fully completed Z83 will not be considered including late applications. 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 to 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