



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES DIVISION

HUMAN RESOURCES BUSINESS PARTNER

Remuneration Package R 733,257.00 per annum (All-incl.)

Reference: (Ref. S007/2020)

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 • Lobby internal support on the implementation of the most effective mechanisms and tools to enhance collaboration and cohesion for improved service delivery with regard to implementation of service offerings • Implement a collaborative strategy with regard to service delivery provisioning and initiate projects in alignment with business requirements • 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 1st 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

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 months of the closing date, please regard your application as unsuccessful.



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Governance) • Provide HR support and guidance to both Managers and employees within the Division **HR Communication:** • Engage stakeholders through awareness drives on new service offerings and their benefits prior to implementation. **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 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.OMIN@treasury.gov.za

Closing date: 17 February 2020 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 Caroline Modibane on 012 315 5092.

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