



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

## **CORPORATE SERVICES DIVISION**

### **MANAGER: HUMAN RESOURCES DEVELOPMENT**

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

**Reference: (Ref. S063/2018)**

**Pretoria**

**The incumbent will be required to:** Coordinate, facilitate, conduct and organise training and development programmes for employees in the National Treasury and engage external service providers pertaining to training material and related resources.

**Qualifications and experience requirements:** A Degree / National Diploma in Human Resources Management or any relevant qualification as recognised by SAQA • Minimum of 4 years' learning and development experience at junior management level • Knowledge of the procurement procedures of the public sector • Knowledge and exposure to different training delivery methodologies • Exposure to research and possess strong presentation and facilitation skills.

**Some key outputs include: Coordinate Training and Development Initiatives:** Coordinate, facilitate and control internal training programmes • Design and develop a strategic operational framework for implementation pertaining to operational training and development • Oversee the compilation of training manuals • Provide career development sessions, induction and orientation • Provide inputs to Research and development in terms of training relevance and appropriateness • Measure training according to ROI model in terms of training programmes • Manage the implementation and coordination of training plans and programmes for business units • Coordinate and manage graduate development programmes including Internship, bursaries and Learnerships • Engage stakeholders on training programmes through internal marketing and branding strategies • Coordinate the ABET and Internal bursary

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**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**



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programme **Facilitate Training Programmes:** Manage the implementation of operational training and development strategy aligned to the Talent Management Programmes • Coordinate the planning, scheduling of all operational training programmes • Oversee the implementation and execution of the orientation and induction programme for employees and graduates • Coordinate the implementation and execution of the coaching and mentoring programme • Coordinate the liaison of interns and monitor their progress **Stakeholders Engagement:** Liaise with external training providers pertaining to offerings for business • Manage subject matter experts, mentors and coaches • Initiate the sourcing and management of service providers for training programmes • Recommend the sourcing of donors and sponsors of technical and behavioural training programmes • Manage the customisation of training programmes to accommodate the diversity of stakeholders • Perform research on training programmes and recommend advertisement of the programmes after approval • Recommend and source training provider panel for training requirements • Evaluate the validity of training programmes for implementation • Obtain information external courses justify their sustainability and make recommendations on training requirements • Communicate and market training programmes within the National Treasury **Monitoring and Control:** Implement and coordinate a quality and measurement framework for training provided • Manage the evaluation of effectiveness of learning programmes presented • Evaluate feedback and statistics from training interventions • Identify on an on-going basis areas of concern and manage gaps for improvement **Administration:** Manage the overall administration function of operational training • Submit quarterly reports on all operational training activities • Provide statistical information pertaining to training for annual training plans.

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.

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