

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

CLOSING DATE: 17 May 2024 at 12h00.

NOTE: Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. **Female candidates are encouraged to apply.**

In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

APPLICATIONS: Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered.

Potential candidates may **apply online** and **attach accompanying documents** on the GTAC website at <https://www.gtac.gov.za/careers>.

**POST: DIRECTOR: HUMAN CAPITAL MANAGEMENT
(REF NO: G01/2024)**

TERM: PERMANENT

SALARY: (R1, 162 200.00 - R1, 365 411.00) per annum all-inclusive package (Level 13). PSR 44 will apply for applicants already earning in the salary level.

CENTRE: Pretoria

REQUIREMENTS: A degree (NQF level 7 qualification) in Human Resource Management, Industrial Psychology, Personnel Practices, Business Management or another related field. A minimum of 6 years' experience in Human Resources Management of which at least **3 years at senior managerial level**. Experience in a consulting environment. Experience in change management and employee relations.

CORE FUNCTIONS: Human Capital Management Strategy, Budget and Governance: Required to develop an HCM strategy, develop and manage a budget to support strategy implementation and manage and contribute to internal governance requirements in the human capital and GTAC environment. **Human Resources Development and Performance Management:** Drive the planning and management of capacity development strategies and plans, manage recruitment, selection and retention of staff and manage and drive implementation of the performance management frameworks and structures in line with GTAC, National Treasury (NT) and DPSA frameworks with emphasis on talent acquisition and management. **Employee Relations:** Build excellent and resilient relationships with staff within the GTAC team, guide effective implementation of discipline and grievance processes, participate and represent GTAC in collective bargaining processes, manage development and implementation of employee wellness initiatives and employment equity, diversity and transformation initiatives. **Organisational Design and Workforce Planning:** Guide effective organisational design, provide leadership in work study related matters, manage job design and evaluations, and establish posts. **HR Operations:** Manage effective HR administration and support, build, maintain and manage effective stakeholder relationships, manage the preparation and submission of all HR-related plans and reports, manage statutory compliance and reporting within the HR environment, participate in the leadership structures of GTAC and represent GTAC in HR Forums in NT and other organs of State.

COMPETENCIES: We are looking for a person able to demonstrate an **understanding of the strategic location and direction of GTAC and the National Treasury**. Must have a good working knowledge of **employment legislation**, understand and be familiar with **government policies and strategies** relating to the HR environment, have knowledge and ability in **talent acquisition and management**, have knowledge and skills in **organisational**

development and workforce planning, have knowledge of **learning and skills development approaches**, have knowledge and ability in **strategic planning and management**, work in a manner that ensures **confidentiality and integrity of information** and enhances information security. Must have excellent competence in facilitating and managing organisational **change, emotional intelligence**, written and verbal **communication** and **people management**.

COMPUTER LITERACY: Must be able to work at a very competent level with MS Office 365.

ENQUIRIES: Kaizer Malakoane (066) 2507072