

Department of Tourism

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS: Applications, quoting the relevant reference number must be forwarded for the attention of **Mr E Masindi** to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

CLOSING DATE: 5 April 2019 at 16h30 (E mailed, faxed and late applications will not be considered)

NOTE: In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All non SA citizens must attach a certified proof of permanent residence in South Africa. The Department reserves the right not to make an appointment.

POST: **DIRECTOR: HUMAN RESOURCE ADMINISTRATION AND EMPLOYEE RELATIONS (NDT01/2019)**

SALARY: R 1 005 063 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised B-degree (NQF7) in Labour Relations/Law or Human Resource Management; Minimum of 5 years' labour relations management / human resources working experience at middle/ senior management level.

Knowledge and understanding of public sector policies, Acts and prescripts, especially regarding Human Resource and Labour Relations Management. Knowledge of HR practices in the Public Service and of HR formulas; PERSAL knowledge; Knowledge of change management principles; proven experience in policy development and implementation; strong communication, stakeholder liaison and project management skills. computer literacy; the ability to think strategically and creatively; and a valid driver's license.

DUTIES: The successful candidate will report to the Chief Director: HR Management and Development and provide strategic leadership and direction with respect to the following key functions: Monitoring the implementation of HR legislative framework and directives; Managing and coordinating the development and implementation of recruitment and selection processes; Managing conditions of service and benefits; Monitoring HR trends and developments to inform recruitment and selection policy adjustments; Ensuring the alignment of recruitment strategies and plans to the approved HR Plan; Advising on strategies to align recruitment to the available personnel budget in consultation with the CFO; Evaluating the impact of Human Resource Administration processes; Managing the human resource information systems; Developing and implementing human resource planning, strategies and processes in line with the department's mandate, objectives and personnel budget allocation; Assessing the capacity of human resource



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to deliver services; Developing and facilitating the implementation of the succession plan; Developing and monitoring the implementation of the Employment Equity Plan; Managing the analysis of HR reports; Managing the appointment of investigating officers and presiding officers; Managing and facilitating the appointment of designated officers for grievance resolutions; Managing communication of the outcome of the investigations and grievance proceedings; Providing labour relations advisory and awareness services; Managing and facilitating the collective bargaining and dispute resolution processes; Facilitating and monitoring the implementation of the collective bargaining decisions and resolutions; Facilitating representation of the department in conciliations and arbitrations; Monitoring the implementation of the arbitration awards; Facilitating the development and implementation of labour relations policy framework and guidelines; Monitoring compliance of parties regarding labour relations policy; Establishing the strategic direction of the component to ensure alignment with departmental strategic objectives; Overseeing the development of Operational Plans to give strategic direction to business units; and Compiling management reports in a prescribed format.

ENQUIRIES: Mr AM Mafanele, Tel. (012) 444 6135

NOTE: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2 day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.



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