

ADVERTISEMENT

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 to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE:** 28 July 2023 at 16:30 (E-mailed, faxed and late applications will not be considered)
- NOTE:** Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. 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. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test. One of the minimum entry requirements for SMS is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- POST:** **DIRECTOR: HUMAN RESOURCE ADMINISTRATION AND EMPLOYEE RELATIONS (DT28/2023)**
- SALARY:** R1 162 200 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 or a related field; Minimum of 5 years' Labour relations management / Human Resources working experience at middle/ senior management level. Required proven skills: Strategic Management & Leadership, Stakeholder Management, Project Management, People Management and Empowerment, Service Delivery Innovation, Financial Management, Change Management, Client Orientation and Customer Care, Good communication skills (verbal and written), Good interpersonal and mediation, Analytical and problem-solving skills. Knowledge and understanding of Public Sector policies, Acts and prescripts, especially regarding Human Resources Management 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. Computer literacy; the ability to think strategically, creatively and a valid driver's license.
- DUTIES:** Reporting to the Chief Director: HR Management and Development the successful candidate will ensure Development and provision of 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 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:

Dr EK Mkhavele, Tel. (012) 444 6142

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. EE Preference will be given to Coloured and White females.