



Chief Director: Human Resource Management

An all-inclusive remuneration package of R1,042,500 per annum, consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines • (Ref: JT10548) • Pretoria

Requirements: Applicants must be in possession of at least an undergraduate qualification (NQF level 7) in the field of Human Resource Management or related area. A post graduate qualification will be an added advantage, 5 years proven experience in a senior managerial position in Human Resource Management, specifically in a Public Service.

Knowledge of the following functional fields: • Dynamics of the Public Service, Government Systems and Operations • good understanding of the PFMA • good understanding of the Public Service Human Resource Regulatory Framework • Ability to work in cross/functional projects/teams • Excellent co-ordination and project management skills • Good understanding of Government policies and initiatives and the role of information in government decision-making • Demonstrated strategic and operational ability and experience • Experience in leading and managing transformation, change and diversity.

Key performance areas: As the Head of the Human Resource Management Chief Directorate, the incumbent of this position will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Auxiliary Services functions in the Department of Arts and Culture. **Specific key focus areas include the following:** • develop and implement a people strategy and implementation plan • facilitate the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the department • build capacity through Human Resource Development and Performance Management • maintain an appropriate labour relations environment and maintain and develop relationships with organised labour and other key role-players • ensure a workforce that is equitably represented at all levels and to ensure compliance with the Employment Equity Act • facilitate processes for ensuring that the Department has adequate human resource capacity • promote employee health and wellness in the department • ensure a strategic HR planning and policy framework that supports the objectives of the department • ensure a conducive and safe work environment including security management services, occupational health and safety and other key auxiliary services (i.e. central registry services, government transport, travel, building maintenance and office cleaning services) • ensure the provision of HR support services to operational staff in line with business requirements and departmental strategy • manage the entire Human Resource and Auxiliary Services functions in the Department.

Please note: The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

Enquiries: Ms NP Maloka, 012 441 3730.

The Department of Arts and Culture is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of these posts. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will expedite the processing of applications. People with disabilities are encouraged to apply.

Applications must be submitted on the Form Z83, obtainable from any Government department or online at www.gov.za. ALL sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and ORIGINALLY CERTIFIED copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate Form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, this must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). Please forward your application, quoting the relevant reference number and name of the publication to: The Chief Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand-delivered at the Department of Arts and Culture, Kingsley Centre, 2nd Floor, corner Steve Biko and Stanza Bopape Streets, Arcadia, Pretoria.

Closing Date: 31 May 2016.

