



## Assistant Director: Recruitment, Selection and Service Benefits and Conditions (CMS33/2022)

**Salary:** R382 245 per annum

**Centre(s):** Eastern Cape

### Requirements:

- National Diploma (NQF6) /Bachelor's Degree in Human Resources Management (HRM) or equivalent related qualification.
- A minimum of three (3) years' experience in the field of human resources (HR).
- Knowledge and understanding of the HRM legislation and regulatory framework, public service prescripts, HR practice and procedures as well as administrative procedures.
- Skills: good communication (verbal and written), organising, planning, research, analytical, coordination and stakeholder liaison, project management and people management.
- Ability to interpret and implement policies.
- Willingness to travel and work extended hours.

### Duties:

- Coordinate, supervise and facilitate effective recruitment, shortlisting and interviewing of competent human resources.
- Monitor effective personnel suitability checks and ensure placement of employees on personnel and salaries management system (Persal).
- Ensure and provide support in terms of service conditions and benefits such as leave, policy and procedure on incapacity leave and ill health retirement (PILIR) allowances, pensions, resettlement, medical assistance, overtime, financial disclosures for senior management services (SMS).
- Provide advice on all HR related matters.

**Enquiries:** Ms S Nzwane  
Tel: 021 493 7223  
Cell: 060 834 2937

**For attention:** Human Resource Management

**Closing date:** 10 October 2022

- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) accompanied by a recent detailed curriculum vitae to be considered.
- Please note that ***should you not use the newly amended Z83 and completed, initialed and signed in full, the department reserves the rights to disqualify your application.***
- **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town. **Marked for attention:** Human Resources Management.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
- The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
- Correspondence will be limited to successful candidates only.
- Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference checks); social media checks, and qualification verification.
- Short-listed candidates will be expected to avail themselves at the department's convenience.
- **Entry level requirements for senior management service (SMS) posts:**
  - In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants.
  - The course is available at the NSG under the name "certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
  - Shortlisted candidates must provide proof of successful completion of the course.
  - Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
  - Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency-based assessments.
- The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
- The department reserves the right not to make an appointment.
- If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.