



Senior Organisational Development Practitioner (CMS08/2025)

Salary: R376 413 per annum

Centre(s): Pretoria

Requirements:

National Diploma (NQF6) in Management Services/ Operations Management/Industrial Psychology or relevant qualification in the related field. A minimum of two (2) years' experience in the relevant field Organisational Development. Understanding of the organisational development principles and procedures. Understanding of the Human Resource Management Legislation and regulatory framework. Knowledge of administrative procedures, Job Evaluation grading system, Job evaluation process and basic change management principles. Skills: Good Communication skills (written and spoken). Basic Research and analytics skills. Change Management, Presentation and People management skills. Ability to work long hours voluntarily, gather, analyse information develop and apply policies. Be able to work individually and in team and to work under extreme pressure. Ability to work with difficult persons and to resolve conflict. Certification of PERSAL introduction and Job Evaluation (EVALUATE) system will be an added advantage.

Duties:

Provide support on organizational development investigation. Receive and acknowledge request for structural changes and development. Conduct preliminary analysis on existing functions. Coordinate discussion meetings with stakeholders. Conduct job evaluation and compile job descriptions. Advise managers on the development and review of job descriptions. Provide support and gather information for the job content. Align job purpose and KPA's with the business plans. Maintain job description database and provide statistic when required. Conduct JE investigation, general grading reports. Present results to the JE panel. Provide support for business process mapping. Render business process mapping. Provide support in the development of standard operating procedures. Provide

support in change management interventions in line with OD investigations. Render support on the coordination of change management workshops for all affected stakeholders. Render support on the migration, matching and placing of staff as a result of structure and job evaluation change.

Applications: CMS08-2025@dffe.gov.za

Enquiries: Mr. M Tshikhotho
Tel: 012 399 9077

Attention: Human Resource Management

Closing date: 24 February 2025

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- **ALL APPLICATIONS MUST BE SUBMITTED ON** a signed **new Z83 application form** (*click bold underlined text to download PDF form*) obtainable from any public service department accompanied by a recent detailed curriculum vitae only, to be considered.
 - Shortlisted candidates will be required to submit certified copies of qualifications, senior certificate, identity document and driver's license on or before the day of the interview.
 - **APPLICATIONS MAY BE FORWARDED TO:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or
 - **Hand-delivered to:** Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
 - Or **can be emailed** to the respective email address quoting the reference number on the subject email.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
 - 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); 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 requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. 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/>
 - Furthermore, shortlisted candidates must provide proof of successful completion of the course.
 - All candidates shortlisted for the posts 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.