



Organisational Development Practitioner (CMS35/2022)

Salary: R 261 372 per annum (Total package of R409 856 per annum)

Centre(s): Pretoria

Requirements:

- National Diploma (NQF6) in Management Services/ Operations Management/Industrial Psychology or relevant qualifications.
- A minimum of 1-2 years' experience in Organisational Development.
- Certification of PERSAL introduction and Job Evaluation (EVALUATE) system will be an added advantage.
- Knowledge of and ability to interpret Human Resources directives, guidelines and prescripts specifically around organisational design and job evaluation.
- Good communication skills (verbal and written).
- Good interpersonal, sound research, analytical, organising, planning, presentation, coordination, and stakeholder liaison skills.
- Computer literacy on packages such as Microsoft Word, Excel and PowerPoint are essential.
- Ability to work long hours and under pressure.
- Ability to work independently and in a team.

Duties:

- Provide support on organisational development investigations.
- Conduct preliminary analysis on existing functions.
- Coordinate meetings with stakeholders.
- Provide job evaluation support and compile job descriptions.
- Conduct job evaluation investigations.
- Develop and facilitate the review of job descriptions.
- Maintain the job description database.
- Provide support for business process mapping.
- Provide support in the development of standard operating procedures.
- Render 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 changes.
- Provide administrative support for the JE and OD functions.
- Facilitate logistical arrangements to meetings.
- Provide secretariat support to meetings.

Enquiries: Ms Z Mohotle
Tel: 012 399 8581

For attention: Human Resource Management

Closing date: 10 October 2022.

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- 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 X447, Pretoria, 0001 **or** hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria **marked for the 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.