



## Director: Integrated Human Resource Management (CMS32/2022)

**Salary:** An all-inclusive annual remuneration package of R 1 073 187 per annum. The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs

**Centre(s):** Cape Town

**Requirements:**

- An Undergraduate (NQF 7) qualification in Human Resource (HR) Management or relevant equivalent qualification recognized by SAQA.
- A minimum of five (5) years' experience in human resource management at a middle managerial level. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
- Knowledge of and understanding of the human resource development legislation and regulatory framework, Public Finance Management Act and Treasury Regulations.
- Knowledge of HR practice and procedures, administrative procedures, project management, personnel management, strategic planning management, leadership management, people management and change management. experience and knowledge of policy development and implementation, financial management, sound research, analytical, organising, planning and presentation.
- Good communication skills (both verbal and report writing) interpersonal, coordination and stakeholder liaison.
- Knowledge and experience in human resource management, learning development and performance management.

**Duties:**

- Ensure the implementation of performance management for coastal regions.
- Manage and conduct performance appraisals, ensure the implementation of PMDS framework, conduct performance training to managers and employees.
- Conduct and manage ad-hoc and appeals.
- Ensure the provision of support in reducing the vacancy and turnover rate.

- Manage recruitment, selection, and appointment of staff, manage pre-employment verifications (reference check, verification of qualifications, etc.) of recommended candidates, manage competency assessments for recommended SMS members, facilitate the implementation of the Retention Policy.
- Compliance with regulatory framework in respect of management of service benefits and condition.
- Provide advice on service benefits and conditions, review service benefits and conditions related policies.
- Ensure the implementation of HRD strategy for coastal regions.
- Facilitate and manage the implementation of internship, bursary, orientation, and induction programmes, oversee leadership (SMS) training/development interventions.

**Enquiries:** Ms P Lumphondo  
Tel 012 399 8623

**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.