



## DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

### DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

**Salary Range: An all-inclusive remuneration** Salary Level - R1 162 200 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

**HEAD OFFICE (Qonce) Ref: DSRAC 01/06/2023**

**MINIMUM REQUIREMENTS:** National Senior Certificate plus NQF Level 7 as recognised by SAQA in Human Resource Management/ Public Administration/Public Management /Labour Relations/ Labour Law/ Human Resource Development/ Industrial Psychology or any relevant qualifications with a minimum of 5 years' experience at Deputy Director Level in the similar environment. A valid driver's licence. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. In-depth knowledge of legislative framework that governs the Public Service. Sound knowledge of PFMA. Governance planning framework. Government Planning Cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation. Youth development strategy. HRD Legislative Framework, Labour Laws and understanding of Employees Wellness prescripts.

**KEY COMPETENCIES:** Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. SMS pre-entry certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSS Directives as an online course on [www.thensg.gov.za](http://www.thensg.gov.za). Excellent facilitation, research, negotiation, presentation, project management, strategic planning, and motivations skills.

**DUTIES:** Ensure implementation of Labour Relations Services. Develop, monitor, maintain and report and the departmental employee relations policy framework and instructions. Provide technical advisory services to senior management and operational units. Develop and maintain the employee relations information management system. Manage research on labour relations issues/trends and facilitate capacity building. Ensure Human Resource Training and Performance Management Development System. Manage the development of the Public Service Act Skills Development Plan. Evaluate and report on the impact of employee's capacity development programmes. Monitor the implementation of PMDS policy frameworks. Analyse performance management trends and provide technical support and advice to moderating structure and senior management. Oversee the coordination of bursary learnership and internship programme. Ensure implementation of Employee Health and Wellness Services. Promote and facilitate the implementation of occupational health, safety and environmental management strategies and programs. Promote the occupational Health and safety in the work environment. Develop and manage attraction, retention and exist strategies. Management of administration. Development of Strategic, Annual Operational and Procurement Plans. Ensure submission of monthly, quarterly and annual reports. Ensure management of human and financial resources. Ensure compliance on management of HR legislations/prescripts. Ensure management of PMDS. Ensure management of staff discipline. Manage and attend to audit enquiry matters.

**People with disabilities who meet the requirements will be given preference.**

ENQ. Y. DLAMKILE – 043 492 1386 – HEAD OFFICE (Qonce)

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