

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF SOCIAL DEVELOPMENT**

The North West Department of Social Development is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

- APPLICATIONS** : The Director Human Capital Management, Department of Social Development, Private Bag X6, Mmabatho, 2735, Ground Floor Provident House Building.
- FOR ATTENTION** : Ms PP Setsiba
- CLOSING DATE** : 11 March 2024 @16H00
- NOTE** : Applications must be accompanied by Improved Z83 Employment Form (81/971431) obtainable from any Public Service Department and accessible on the DPSA website, www.dpsa.gov.za. The improved Z83 Form must be fully complemented in all areas signed and dated. Should the applicant use incorrect application form for employment (Z83), the application /s will not be considered for selection purposes (disqualified). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit Only Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in the application not being considered for selection. All qualifications will be verified. s). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. Positions requiring tertiary qualification/s must be accompanied by copies of academic record/ transcript(s), Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Shortlisted Candidates will be subjected to the Personnel suitability check. Incomplete applications will not be considered. Acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments, if you do not hear from the Department three months from the date of the advertisement consider your application unsuccessful. Previous employment records will be verified. All appointments are subjected to a positive qualifications' verification as well as security clearance and vetting. They must also disclose or inform whether he / she is performing any additional remunerative work outside his / her normal duties. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Entry Certificate shall be considered for shortlisting and interviews but cannot be appointed before they successfully obtain Pre-Entry certificate. (SMS Pre Entry Programme) is offered by the National School of government, information can be accessed via this link: <http://www.thensg.gov.za> . The appointee to SMS post must be in possession of such, prior to taking up the post.

MANAGEMENT ECHELON

- POST 06/117** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: SD/3/14/23/E**
Chief Directorate: Corporate Services
This is a re-advert, Applicants who previously applied are requested to reapply.
- SALARY** : R1 371 558 per annum (Level 14), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
- CENTRE REQUIREMENTS** : Provincial Office (Mahikeng)
Grade 12 Certificate. Applicants must be in possession of an appropriate undergraduate qualification (NQF Level 7) as recognised by SAQA in Management /Public Administration/Project Management or equivalent qualification with at least five (5) years of proven experience in a senior managerial position. A postgraduate qualification (NQF Level 8) will be an added advantage. Sound understanding of the functioning of the Public Service will be an added advantage Knowledge of Management, Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. In-depth knowledge and understanding of corporate services management in public service. A valid driver's license. Pre-entry certificate is submitted prior to appointment. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem-solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity. Networking and presentation skills. Computer skills. Excellent, in-depth knowledge of and insight into all applicable policy frameworks governing the public sector.
- DUTIES** : Oversee the rendering of Human Resource Management Services within the Department. Manage the provision of strategic support and administration services. Manage the coordination of Departmental special programme in line with National and Provincial policies and programmes. Oversee the legal support services of the Department. Manage the coordination of strategic planning, research, monitoring, and evaluation programme. Monitor security compliance within the Department. Oversee the management of infrastructure within the Department. Monitor Communications Services within the Department. Provide financial and personnel leadership and ensure overall management and control of the chief directorate corporate services.
- ENQUIRIES NOTE** : Dr F Ngqobe Tel No: (018) 388 2043/1668
The successful candidate will be required to sign a performance agreement within 3 months of appointment
- POST 06/118** : **CHIEF DIRECTOR: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT REF NO: SD/3/22/23/E**
Chief Directorate: Districts and Institutional Support Management
This is a re-advert, Applicants who previously applied are requested to reapply.
- SALARY** : R1 371 558 per annum (Level 14), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
- CENTRE REQUIREMENTS** : Provincial Office (Mahikeng)
Grade 12 Certificate. Applicants must be in possession of an appropriate undergraduate qualification (NQF Level 7) as recognised by SAQA in Management /Public Administration/Project Management or equivalent qualification with at least five (5) years of proven experience in a senior managerial position. A postgraduate qualification (NQF Level 8) will be an added advantage. Sound understanding of the functioning of the Public Service will be an added advantage Knowledge of Management, Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, Strategic Capacity and

		Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. In-depth knowledge and understanding of corporate services management in public service. A valid driver's license. Pre-entry certificate is submitted prior to appointment. Competencies: Strategic capability and leadership skills. Programme and project management skills. Strong financial management skills, change management, problem-solving and conflict management skills. People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector and the social development environment.
<u>DUTIES</u>	:	Provide strategic leadership and management to the following programmes: District Coordination (4 district offices, 19 service points, 2 sub-offices) Institution Management (8 existing institutions and 3 under construction). Corporate Services. Finance Administration and Management. Social Welfare Services. Specialist Social Services. Development and Research. Liaise and account to Government oversight structures. Liaise with key departmental partners. Develop and maintain social contact with the service beneficiaries of the Department. Establish and maintain good intergovernmental relations.
<u>ENQUIRIES</u>	:	Dr F Ngqobe Tel No: (018) 388 2043/1668
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement within 3 months of appointment
<u>POST 06/119</u>	:	<u>DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: SD/ 3/18/23/E</u> Chief Directorate: Corporate Services Directorate: Human Capital Management
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. An undergraduate B Com qualification (NQF level 7) in Human Resource Management or equivalent Human Resource Management qualification as recognised by SAQA with 5 years' extensive working experience in HCM at the Middle Management level. The ability to work in highly pressured environment and driven by a sense of urgency to meet deadlines. Client focused HR Strategist. A thorough understanding of policy formulation and coordination. Proven experience in or thorough understanding of the social development system/sector. A good background in turnaround and change management strategies. Experience in and insight into legislation that impacts on human resource practices and procedures. Knowledge of Government systems (PERSAL). A valid driver's licence. Pre-entry certificate is submitted prior to appointment. Competencies: A results-driven, customer-focused approach, with excellent planning, organisational, communication (written and verbal) and presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Good computer literacy in the Microsoft Office suite (Word, Excel and PowerPoint). The ability to work under pressure and deliver to tight deadlines. Leadership skills. Research and policy formulation. Presentation and facilitation skills. Executive report-writing skills. People management. Financial management. Strategic planning. Project management. Change and knowledge management. Negotiation skills.
<u>DUTIES</u>	:	Provide leadership and strategic direction in the Directorate. Ensure the provision of comprehensive organisational development support. Manage and coordinate the implementation of departmental transformation programmes. Coordinate and integrate the service delivery programmes of the Department. Manage and utilise resource practice and administration. Manage overall employee relations. Develop and manage employee health and wellness. Manage and coordinate human capital planning, salaries and information systems services that support the departmental strategy. Design and manage strategic human resource training and development services. Manage and utilise resources in accordance with relevant directives and legislation.

ENQUIRIES : Dr F Ngqobe Tel No: (018) 388 2043/1668
NOTE : The successful candidate will be required to sign a performance agreement within 3 months of appointment

OTHER POSTS

POST 06/120 : **SERVICE POINT MANAGER MORETELE AND KGETLENG REF NO: SD/3/23/23/E (X2 POSTS)**
Chief Directorate: Districts and Institutional Support Management
Directorate: Districts And Institutional Support Management

SALARY : R958 824 per annum (Level 12), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.

CENTRE : Moretele and Kgetleng Service Points
REQUIREMENTS : Grade 12 Certificate. A Grade 12 Certificate. An appropriately recognized bachelor's degree in social work. A minimum of 10 years recognizable experience in Social Work. Registration with the SACSSP_council and proof of payment of annual fees for the current cycle. Computer literacy. Valid driver's license. Competencies: Computer literacy. An understanding of social welfare policies and people-centered development. Programme and project management skills. Analytical and research skills. Innovative and creative. Communication and negotiation skills. Planning, facilitation, and presentation skills. Service delivery improvement planning skills. Executive report-writing skills. Through knowledge of the drug master plan and related policies. A valid driver's license. Provide leadership and management at the institution. Possess in-depth knowledge & experience in facility management.

DUTIES : Provide Social Work and Community Development Services are delivered within the Service Points through the promotion of social change, problem-solving in human relations, and the care, support, protection, and development of vulnerable individuals, groups, families, and communities through relevant programmes in partnership with stakeholders. Facilitate the development and planning of programmes and interventions to render social work and community development services through the efficient, economical, and effective utilization of financial resources. Plan and ensure that social work and community development research, situational analysis, and profiling are undertaken to determine interventions in the defined areas. Ensure control of the quality of work delivered. Monitor and evaluate services and quality control the work delivered by all staff at the service point. Manage the provision of corporate and financial management services in the service point strategic plan, annual performance plan, operational plan, and services delivery improvement plan within the public service framework. Ensure Performance management, people empowerment, and resource management. Ensure effective stakeholder relations management in partnership and collaboration with other departments & non-government institutions.

ENQUIRIES : Dr M Motshedi Tel No: (014) 590 6600
NOTE : The successful candidate will be required to sign a performance agreement within 3 months of appointment

POST 06/121 : **INSTITUTION MANAGER – SONOP OLD AGE HOME REF NO: SD/ 3/24/23/E**
Chief Directorate: Districts and Institutional Support Management
Directorate: Districts and Institutional Support Management

SALARY : R958 824 per annum (Level 12), (An all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.

CENTRE : Sonop Old Age Home
REQUIREMENTS : A Grade 12 Certificate. An appropriately recognized bachelor's degree in social work. A minimum of 10 years recognizable experience in Social Work. Registration with the SACSSP Council. Computer literacy. Valid driver's license. Competencies: Computer literacy. An understanding of social welfare policies and people-centered

- development. Programme and project management skills. Analytical and research skills. Innovative and creative. Communication and negotiation skills. Planning, facilitation, and presentation skills. Service delivery improvement planning skills. Executive report-writing skills. Through knowledge of the drug master plan and related policies. A valid driver's license. Provide leadership and management at the institution. Possess in-depth knowledge & experience in facility management.
- DUTIES** : Provide social work services with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities. Facilitate the development and planning of substance abuse programmes and interventions. Control the quality of the work delivered. Plan and ensure that social work research related to substance abuse is undertaken. Monitor and evaluate services. Authorize admission of clients in the institution in line with the admission policy & criteria as prescribed by the relevant policies. Manage and facilitate the implementation of a wide range of social services. Ensure implementation of policies, processes, and protocols to comply with legislation, as well as norms and standards to facilitate for service delivery planning, management, and improvement. Identify risk areas, evaluate, and provide corrective measures. Manage the provision of corporate and financial management services in the institution. Facilitate and ensure the development, implementation, and monitoring of the institution's annual performance plan, operational plan, and service delivery improvement plan. Performance management. Ensure effective stakeholder relations management.
- ENQUIRIES** : Dr M Motshedi Tel No: (014) 590 6600
- NOTE** : The successful candidate will be required to sign a performance agreement within 3 months of appointment
- POST 06/122** : **DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: SD/ 3/20/23/E**
Chief Directorate: Financial Management and Administration
Directorate: Supply Chain Management
- SALARY** : R811 560 per annum (Level 11), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
- CENTRE** : Provincial Office (Mahikeng)
- REQUIREMENTS** : Grade 12 Certificate. A degree/National Diploma in Supply Chain Management/Logistics/Purchasing/Economics or equivalent qualification. A minimum of 5 years' working experience in supply chain management, of which 3 years must have been at junior management level. Knowledge of and experience in the application of the legislative framework that governs supply chain management acquisition in the Public Service environment, PFMA, PPPFA, B-BBEE and Treasury Regulations. A valid driver's licence. Competencies: Effective verbal communication and report-writing skills. Analytical skills. Computer literacy in Microsoft Word, Excel, and PowerPoint, Knowledge of WALKER/BAS Financial Systems. Skill in the evaluation of written reports.
- DUTIES** : Review and implement sourcing strategy. Oversee advertisement of bids (and quotations). Receipt and closing of bids. Oversee evaluation, adjudication and award of bids. Manage and undertake risk management assessments. Manage the safeguarding of SCM information. Review and manage SCM policies. Undertake all administrative functions with regard to financial and human resource administration.
- ENQUIRIES** : Ms G Mogoïwa Tel No: (018) 388 1529
- NOTE** : The successful candidate will be required to sign a performance agreement within 3 months of appointment
- POST 06/123** : **DEPUTY DIRECTOR DEMAND MANAGEMENT REF NO: SD/ 3/19/23/E**
Chief Directorate: Financial Management and Administration
Directorate: Supply Chain Management
- SALARY** : R811 560 per annum (Level 11), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the

		Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office (Mahikeng)
	:	Grade 12 Certificate. Degree / National Diploma in Supply Chain Management/Demand / Economics / Financial Management or equivalent qualification. Minimum of 5 years working experience in supply chain management demand management, of which 3 years must be at junior management level. Knowledge and experience in the application of the legislative framework that governs supply chain management in the public service environment, PFMA, PPPFA, BBBEE, Treasury Regulations and other Public Service Supply Chain Management legislative frameworks. A valid driver's license. Competencies: Effective verbal communication and report-writing skills. Analytical skills. Computer literacy in Microsoft Word, Excel, and PowerPoint, Knowledge of WALKER/BAS Financial Systems. Skill in the evaluation of written reports.
<u>DUTIES</u>	:	Develop and implement demand management framework and strategies. Ensure the consolidation of the procurement requirements from different programs in line with the strategic plan of the department. Ensure consolidated procurement plan for goods and services with critical dates and timeous submission to Treasury. Monitoring and reporting of Procurement Plan. Facilitate Bid specification committee meetings. Timeous submission of monthly reports. Undertake all administrative functions with regard to financial and human resource administration.
<u>ENQUIRIES NOTE</u>	:	Ms G Mogoïwa Tel No: (018) 388 1529
	:	The successful candidate will be required to sign a performance agreement within 3 months of appointment
<u>POST 06/124</u>	:	<u>DEPUTY DIRECTOR: LOGISTICS MANAGEMENT REF NO: SD/ 3/21/23/E</u> Chief Directorate: Financial Management and Administration Directorate: Supply Chain Management
<u>SALARY</u>	:	R811 560 per annum (Level 11), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office (Mahikeng)
	:	Grade 12 Certificate. A degree/National Diploma in Supply Chain Management/Logistics/Purchasing/Economics or equivalent qualification. A minimum of 5 years' working experience in supply chain management logistics management, of which 3 years must have been at junior management level. Knowledge of and experience in the application of the legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, B-BBEE and Treasury Regulations. A valid driver's licence. competencies: Effective verbal communication and report-writing skills. Analytical skills. Computer literacy in Microsoft Word, Excel, and PowerPoint, Knowledge of WALKER/BAS Financial Systems. Skill in the evaluation of written reports.
<u>DUTIES</u>	:	Design and develop logistics policies and procedures. Manage and implement logistics management support. Ensure timeous processing of requisitions for goods and services. Placement of orders for goods and services. Management of commitment register and ensure timeous payment of invoices. Prepare and submit management reports. Prepare cash flow and control expenditure. Manage and ensure compliance with specifications related to all approved orders. Manage and implement compliance with supply chain management processes. Manage and monitor vendor/supplier performance. Identify processes deficiencies, as well as develop and implement improvement plans. Overall resource management (financial, human and assets). Give effect to strategic and operational plans of the Sub-directorate.
<u>ENQUIRIES NOTE</u>	:	Ms G Mogoïwa Tel No: (018) 388 1529
	:	The successful candidate will be required to sign a performance agreement within 3 months of appointment

<u>POST 06/125</u>	:	<u>PSYCHOLOGIST (GRADE 1) REF NO: SD/ 2/28/23/E</u> Chief Directorate: Specialist Social Services Directorate: Crime Prevention
<u>SALARY</u>	:	R790 077 – R1 249 254 per annum, (an all-inclusive remuneration package), (Salary determined in line with OSD Regulations, by the number of years and appropriate post qualification experience)
<u>CENTRE REQUIREMENTS</u>	:	JB Marks Treatment Centre (Dr Kenneth Kaunda District)
<u>REQUIREMENTS</u>	:	Grade 12. An appropriate qualification that allows registration with the Health Professional Council of South Africa HPCSA as Clinical Psychologist in a relevant registration category e.g. clinical, counselling, educational, industrial, research, psychology. Registration with HPCSA as Clinical Psychologist in any of the identified registration categories. No experience required after registration with HPCSA as Psychologist in respect of South African qualified employees who performed community service, post the South African acquired qualification. Computer literacy. A valid driver's license. Competencies: knowledge of Public Service legislation, mental health and substance abuse related legislations in depth understanding of programmes, rendered in substance abuse rehabilitation centres. Knowledge of Diagnostic Statistical Manual of Mental Disorders, (DSM – 5) specifically regarding substance use and related disorders. Ability to work with individuals and teams, excellent verbal, liaison and wiring skills. Ability to function independently and under pressure. Excellent assessment skills, analytical skills, problem solving skills and conflict resolution skills a. knowledge of developmental processes and therapeutic approaches.
<u>DUTIES</u>	:	Conduct research and design psychological programmes. Development of systems in the management of psychological programmes. Provide psychological services to service users conduct routine comprehensive psychological screening, assessment and test to evaluate intelligence, cognitive abilities, vocational abilities, personalities and neuropsychological functioning. Compile individual Treatment Plans (ITP) in line with service user's needs. Conduct psychotherapy sessions with individuals, couples, families and groups. Conduct educational life skills group sessions. Participate in the Multi-Disciplinary Team (MDT) sessions. Conduct internal in service training for (MDT members. Conduct and participate in Outreach programmes. Develop and review departmental policies procedures and protocols. Ensure adherence to applicable quality assurance measures in own area of work. Collect data , keep records and manage information. . Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms DC Monyemore Tel No: (018) 294 5134
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement within 3 months of appointment
<u>POST 06/126</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION: REF NO SD/3/70/23</u> Chief Directorate: Corporate Services Directorate: Strategic Planning, Policy, Monitoring and Evaluation, Research
<u>SALARY</u>	:	R811 560 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Provincial Office – Mahikeng
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's degree or equivalent qualification. Minimum of 5 years 'experience of which 3 years must be at junior management level within the monitoring and evaluation filed. Knowledge and understanding of Government-wide Monitoring and Evaluation. Computer skills. Valid driver's licence. Competencies: Knowledge of the Government budget, planning cycle and policy development processes. Understanding of National Treasury Framework for Management of Programme Performance Information, National Treasury Annual Reporting Principles and National Treasury Planning Framework. Advanced skills in qualitative and quantitative methods, statistical analysis and evaluation. Demonstrable technical expertise and experience in programme monitoring and evaluation. Demonstrable understanding of current monitoring and evaluation approaches and methods including outcomes approach. Planning and execution. Delegation and empowerment. Ability to work under pressure and meet tight deadlines. Presentation and facilitation skills. Report-writing skills. Management of financial resources. Human Resource Manage ment. Good communication,

- presentation and facilitation skills. Creativity. Conflict resolution and negotiation skills.
- DUTIES** : Develop and implement Monitoring and Evaluation policy/framework, strategies and systems that are aligned to planning and reporting requirements. Coordinate the implementation of all departmental plans including strategic plans, annual performance plans and operational plans. Conduct validation of reported performance information and prepare departmental reports as required. Capture non-financial data on the Provincial Information Management System and EQPR System. Ensure compliance with reporting requirements and timelines. Conduct in-depth analysis and assessment of all departmental plans including monitoring the implementation of the Department's strategic and operational plans in terms of comparing actual outputs against planned targets and budget. Manage and monitor performance information audits. Coordinate departmental performance reviews. Ensure total quality management strategies. Performance management. Resource management.
- ENQUIRIES** : Dr LM Gasealahwe Tel No: (018) 388-2556
- NOTE** : The successful candidate will be required to sign a performance agreement within 3 months of appointment
- POST 06/127** : **DEPUTY DIRECTOR ORGANISATIONAL DEVELOPMENT REF NO: SD/2/17/23/E**
Chief Directorate: Corporate Services
- SALARY** : R811 560 per annum
- CENTRE** : Provincial Office (Mahikeng)
- REQUIREMENTS** : Grade 12 certificate. Grade 12 Certificate. Recognised Bachelor's degree in Human Capital – Organisational Development or relevant qualification. Minimum of 5 years' experience in organisational development of which 3 years must have been at junior management level, Knowledge and understanding of regulations, policies, directives, and systems relevant to organisational development. Valid driver's licence. Competencies: Knowledge of Organisational development; Form design and control; Job evaluation system; Procedure and methods study; Compilation of management report; HR planning; Prescripts; Public Service Act and Public Service Regulations. Good Communication skills; Report writing skills; Planning and Organising; Facilitation skills; Coordination Skills; Conflict resolution; Problem solving skills; Project Management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking and Research skills.
- DUTIES** : Develop, implement, and monitor relevant policies and programmes. Develop and implement plans. Coordinate organisational design and development processes. Ensure compliance with DPSA and MPSA directives on organisational design. Facilitate implementation of organisational functionality assessments. Coordinate development, implementation, monitoring, and review of Service Delivery Improvement Plans. Implement change management strategies and plans. Coordinate development and implementation of business processes. Ensure mainstreaming and institutionalization of Batho Pele programmes. Performance management. Resource management.
- ENQUIRIES** : Ms PP Setsiba Tel No: (018) 388 2020
- NOTE** : The successful candidate will be required to sign a performance agreement within 3 months of appointment