



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

VACANCIES

POST	DEPUTY DIRECTOR: HUMAN RESOURCES
REF	NC/07/08
CENTRE	REGIONAL OFFICE, KIMBERLEY

SALARY: R311 358 – R360 909 per annum (all inclusive).
The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Bachelor's degree in Human Resource Management or any relevant qualification with fundamental experience in Generalist HR environment;
- In-depth knowledge in all aspects of HR.

Skills and competencies:

- Good customer relations;
- Co-ordination and planning skills;
- Performance consulting;
- Relationship Management;
- Computer literacy (MS Office);
- Accuracy and attention to detail.

DUTIES:

- Render generalist HR consulting services to the client branches in the Department of Justice and Constitutional Development;
- Provide HR interventions in the following fields: Performance Management, Organisational Development, Learning and Development, Employment Relations, Business Process Improvement Methods and any other skills of HR service interest;
- Contribute to the development and accomplishment of departmental business plan and objectives;
- Act as an employee advocate and change champion;
- Continually assess the effectiveness of HR.

ENQUIRIES: Ms C Cader @ (053) 839 0000 (31)

APPLICATIONS: Quoting the relevant reference number, direct your application to: **Postal address:** The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300.

OR

Physical address: Application Box, Seventh Floor, or room 7.50, New Public Building, c/o Knight and stead Street Kimberley

CLOSING DATE: 11 February 2008

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all **other supporting documents required**. Applications that do not comply with the above mentioned requirements will not be considered.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position.