



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 81, PRETORIA, 0001 • Momentum Centre, 329 Pretorius Street, PRETORIA
Tel (012) 315 1111, Fax (012) 315 1113

Sub-Office File 2/1/5

18 July 2008

VACANCIES
(Head Office File 6/4/2/1)

REFERENCE: 08/272/HR

POST: CHIEF DIRECTOR: HUMAN RESOURCE

CENTRE: NATIONAL OFFICE, PRETORIA

PACKAGE: R635 874 – R684 708 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Three year Degree or Diploma; Post graduate qualification in management or related field will be an advantage
- At least Five years management experience
- Extensive experience in the management of Human Resources as a senior manager.
- Knowledge of HR best practice principles, operational efficiencies and automated HR administrative / transactional processes

Skills and competencies:

- Strategic leadership capability;
- People Development and Empowerment;
- Customer service orientation and Stakeholder Management;
- Analytical, Problem solving and Decision making;
- Strategic Financial and Project management;
- Conceptual thinking and Communication
- Above average HR technical expertise

DUTIES:

- Develop, align and ensure consistent application of human resource policies, systems and practices with the strategic direction of the Department and Government
- Ensure attainment of the HR branch results through alignment and management of the Chief Directorate strategic framework;
- Manage relationship of both internal and external relations in such a way so as to maximize, maintain and grow relationships with internal and external stakeholders;
- Actively advance the development of Human Resources employees in accordance with the demand for more efficient service delivery through prioritizing skills development and empowerment.

**TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND
CONSTITUTIONAL DEVELOPMENT**

- Strategically manage funds allocated to the chief directorate in accordance with the PFMA, approved budgets, Departmental Financial Instructions and relevant regulations related to the government Supply Chain Management.
- Direct and manage the interaction between the Branch: Human Resources and the rest of the branches to drive organisational transformation at a strategic and operational level with regards to human resource.
- Ensure understanding of the operational functions of the different branches and give input into their strategic planning from a human resource management perspective.
- Give input and counsel to the DDG: Corporate Services, Exco and the Director General on matters pertaining to human resource that would improve and increase efficiencies and effectiveness in the Department.

ENQUIRIES: Ms K Padayachee ☎ (012) 315 1152

APPLICATIONS: Quoting the relevant reference number, direct your application to:
Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.
OR
Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE: 11 August 2008

GENERAL: 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. A SAQA evaluation report must accompany foreign qualifications. **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. This must be typed and 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 South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Preference will be given to the disabled. Shortlisted candidates are required to avail themselves for interviews and when required other assessments at a date and time as determined by the Department, and at times within short notice. Applicants must be willing to be subjected to a personnel vetting process.

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

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE