



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: 08/273/HR

POST: DEPUTY DIRECTOR: RECRUITMENT AND SELECTION

CENTRE: NATIONAL OFFICE, PRETORIA

PACKAGE: R344 052 – R398 805 per annum (All inclusive).
The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Three year Degree or Diploma in Administration or Human Sciences
- Seasoned Practitioner with demonstrable five years experience in managing the broad area of human resources and proven competencies in turning around the recruitment and selection processes;
- Broad knowledge of Human Resource and extensive understanding of best practice recruitment and selection processes;
- Understanding of the Public Service rules, policies and regulations pertaining to recruitment and selection will be an advantage;
- Thorough understanding of relevant legislation such as the Employment Equity Act, Basic Conditions of Employment Act, Skills Development act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotions of Access to Information Act, etc.;

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- A valid EB driver's license. code

Skills and Competencies:

- Interviewing and Communication;
- Facilitation and Presentation;
- Project Management;
- Research and report writing;
- People Management and Team-building;
- Conflict Management and Resolution;
- Advanced computer literacy;
- Results and deadline driven;
- Creative and innovative;
- Customer orientation and focus;
- Strategic and tactful.

DUTIES:

- Manage the entire recruitment and selection process (sub-directorates and external service providers);
- Provide leadership to the Recruitment and Selection Sub-directorate;
- Monitor the implement the recruitment and selection policy and strategy;
- Facilitate the process of sourcing and selecting human capital;
- Ensure that recruitment and selection is conducted in terms of applicable rules, policies and legislation;
- Provide training to line managers in interviewing skills and legislation that impact on recruitment and selection;
- Manage performance in line with organization objectives;
- Socialize and induct new employees into the organization;
- Conduct exit interviews and assess the impact of recruitment and selection processes;
- Conduct research to improve the recruitment and selection process;
- Develop a system to maintain and analyze recruitment and exit trends;
- Be willing to work unusual hours and to travel countrywide.

ENQUIRIES: Ms K Ngomani ☎012 357 8501.

APPLICATIONS: Quoting the relevant reference number, direct your application to:
Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, 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 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. 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