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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

08 August 2008

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

REFERENCE: 08/296/MP

POST: DIRECTOR: HUMAN RESOURCE
(THREE YEAR RENEWABLE PERFORMANCE CONTRACT)

CENTRE: REGIONAL OFFICE, MPUMALANGA

PACKAGE: R540 429 – R581 880 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Bachelor's degree or equivalent qualification;
- Minimum of five years' management experience;
- A deep understanding and knowledge of HR best practice principles, transformational and transactional strategies, performance consulting and business partnering.

Skills and competencies:

- Dynamic and committed with a professional approach;
- Managerial skills;
- Strong communication skills with the ability to motivate and direct people;
- Strategic and conceptual orientation;
- Team orientated and results driven;
- Interpersonal relations and customer orientation;
- Creative and analytical;
- Problem solving and conflict management;
- Continual learning and information search;
- Accuracy and attention to detail.

DUTIES:

- Set strategic direction and ensure consistent application of HR Systems Policies and practice;
- Attain Branch results through alignment and management of the component;
- Manage both internal and external relations in such a way so as to maximize, maintain and grow relationships with internal and external stakeholders;
- Influence and manage employees' performance in the Region against strategic financial objectives defined at an HR Branch level;

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

- Ensure understanding of operations of different units in the regions and give input into their strategic planning from a Human Resource Management perspective;
- Attain business results through the implementation and management of sound internal business processes, which are cost effective and time efficient and ultimately promote good governance;
- Effectively and efficiently manage resources in own directorate.

ENQUIRIES: Ms T Modise ☎ (012) 357 8013

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: **01 September 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