



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20231027/1211
Advert Reference Number:	NE 27/2023
Job Title:	ASSISTANT DIRECTOR:HRM
Job Level:	09
Vacancy Type:	Internal & External
Salary:	R424 104.00 - R496 467.00
Department:	KZN HEALTH
Component:	NEWCASTLE REGIONAL HOSPITAL
Employment Type:	Permanent
Center:	AMAJUBA
Number Of Posts:	1

Duties/Responsibilities:

.Manage the day to day functioning of HR Practices section in the Hospital in order to ensure that high quality of services is being provided.
.Ensure the effective, efficient and economical management of allocated resources of the institution including development of staff.
.Provide training, advice and guidance to staff.
.Provide strategic and operational support to staff and line managers.
.Manage EPMDS within the section.
.Manage potential risks and mitigation strategies.
.Compile and submit reports or any other HR related submissions.
.Manage audit queries.
.Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; recommend changes; participate in directing and implementing approved changes

.Ensure that the advertising, recruitment, selection appointment and transfer practices is in accordance with laid down policies and procedures.
.Ensure that the payment of all benefits (fringe and exits) and allowances are done accurately.
.Participate in the development of HR strategies and policies.
.Ensure that record keeping is in line with policy and procedures.
. Provide Human Resource Management Services in line with the requirement of National Core Standards.
.Plan, monitor and control the use of budget and equipment allocated to HR component.

Qualifications and Experience:

MINIMUM REQUIREMENTS:

.Matric
.Degree/National Diploma in Human Resource Management / Public Management / Public Administration/Industrial/Labour Relations
. A minimum of 3-5 years appropriate supervisory experience in Human Resource Component level (Level 7).
.Unendorsed valid driving license
NB: all shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer (HR).

RECOMMENDATION

.PERSAL and computer literacy certificates.

Essential Knowledge, Skills and Competencies Required:

.Broad knowledge and understanding of Human Resource Management with dept. knowledge of relevant Acts, policies and regulations in HR.
.Extensive knowledge and experience of the PERSAL system, Human Resource Administration processes and Financial Management.
.Good writing and communication skills, leadership, planning, organizing, coaching, mentoring ,problem solving and Conflict management skills.
.Ability to work in a high volume and highly pressurized environment.
.Computer literacy (MS Word, MS Excel, MS Outlook and PowerPoint) is essential.

Additional Information

.Home Owner Allowance (conditions apply)
.13th Cheque (conditions apply)
.Medical Aid (Optional)

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on “Employment & Labour”;
5. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on “Employment & Labour”;
2. Click on “ Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya”;
3. Log in using your username and password;
4. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 24 Nov 2023

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.