

VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPNG/20240227/1480
Advert Reference Number:	KZNPT 24/32
Job Title:	Deputy Director: Organizational Development Services
Job Level:	11
Vacancy Type:	External
Salary:	R811 560 (all inclusive) per annum
Department:	KZN PROVINCIAL TREASURY
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Pietermaritzburg
Number Of Posts:	1

Duties/Responsibilities:

Oversee and conduct organisation and post establishment investigations to ensure that the departments organization and post establishment is aligned to the directives from DPSA, departmental strategic and service delivery plan. Oversee the job evaluation processes and conduct job analysis on departmental posts e.g. mandatory, management and individual request for the evaluation of posts or group of posts. Oversee and compile job description for newly defined and newly created posts in terms of the reviewed or re-aligned organisation and post establishment structure and assist with the review of existing job descriptions. Manage the implementation of Operations Management Framework (OMF) in the Department. Facilitate the development and the implementation of the departmental Service Delivery Improvement Plan and change management. Develop, implement and review policies, procedure manuals, guidelines and provide advice and guidance. Manage resources of the Sub-Directorate.

Qualifications and Experience:

A 3 year NQF level 6 National Diploma or higher qualification in Production Management or Operations Management. Organisational and Work study, Management Services plus a certificate in Job Evaluation. A minimum of 3 years' junior management experience specific to organisational efficiency services e.g. Organisational design, Job evaluation, Business process management. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations.

Essential Knowledge, Skills and Competencies Required:

In depth knowledge of the organisational Design, Job Evaluation, Job Descriptions, Business Management and Organisational Functionality Assessment as well as related prescripts, , In depth knowledge of the organisational design, job evaluation, job descriptions and Business Process Management as well as related prescripts. In depth knowledge of Evaluate, Working knowledge of OrgPlus, Visio or WinOrg. Knowledge of PERSAL, Constitution OF South Africa, understanding of the Public Service Act, Public Service Regulations. Knowledge of the Public Finance Management Act and Treasury Regulations. Employee Performance and Management System. Project Management Principles. Service Delivery Framework. Ministerial Guide. Computer literacy. Good verbal and written communication. Strong leadership skills and qualities. Project leadership, planning and management. Good inter-personal relations. Problem solving. Analytical. Presentation. Innovation and creativity. Policy development and research skills. Facilitation. Chairing of meetings. Conflict management. Financial management skills. Organisational skills. Report writing. Change management skills. Decision making skill. Risk management and strategic planning skill.

Additional Information

Enquiries: Mr T Mgujulwa (033) 897 4211 closing date: 28 March 2024
Targeted: African Males, African Females and people with disabilities who meet the requirements.

Successful candidates will be subjected to security screening prior to employment
The department will conduct reference checks with the HR of current and/or previous employer(s) apart from the referees listed.
Shortlisted applicants with foreign qualifications will be requested to submit an evaluation certificate from the South African Qualification Authority (SAQA). Non-South African citizens who are permanent residency holders will be requested to submit documentary proof if shortlisted.

The KwaZulu-Natal Provincial Treasury is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability.

Applicants are advised that from 1st of January 2021 a new application for employment Z83 form will be effective. Should an individual wish to apply he/she will be required to submit the Z83 new application form which can be downloaded at www.dpsa.gov.za-vacancies.

Only shortlisted applicants will be contacted and requested to submit their supporting documents.
Applications must be submitted on the prescribed application form, Z83, available from any Public Service Department and a comprehensive Curriculum Vitae.

The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful.

It is regretted that due to the large volumes of applications received, it is not possible for the Department to acknowledge receipt of same and that only those applicants that participate in the final selection processes (interviews) are notified of the outcome.

Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates.
Applications that do not comply with all these instructions will not be considered.

Applications, quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury, and Directorate: Human Resources, P.O. Box 3613 PIETERMARITZBURG, 3201 or hand-delivered to 145 Chief Albert Luthuli, Pietermaritzburg, 3201 for the attention of Ms. SL Ngema.

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 : 28 Mar 2024

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.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

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.