

# Department of Science & Technology

"A knowledge-based organisation that believes in value creation through people"



## DEPUTY DIRECTOR: HUMAN RESOURCES

Remuneration package: R311 358 per annum (Ref. 35545)

**Requirements:** ● An appropriate Bachelor's degree or equivalent qualification in Human Resources  
● 5 years' working experience ● Knowledge of and training in employment legislation, collective agreements, Human Resources systems, processes, policies and regulations ● Problem solving skills  
● Communication and writing skills ● Computer literacy ● Analytical and supervisory skills  
● Interpersonal and negotiation skills ● Energetic, positive and proactive ● Ability to pay attention to detail ● Ability to work with diverse people ● Client and results orientated.

**Duties:** ● Manage and co-ordinate Recruitment and Selection processes ● Oversee Human Resource transactions and manage corporate compliance to all personnel administration prescripts  
● Manage DST establishment ● People management and empowerment ● Manage temporary incapacity cases.

**Enquiries:** Ms L Gumbi, tel. (012) 843-6706.  
Applications are invited from all race groups. It is the responsibility of applicants with foreign qualifications to have such verified by SAQA.

**Note:** Applications must be submitted on a Z83 form, obtainable from any Public Service department and should be accompanied by a comprehensive CV (including two contactable referees) and certified copies of qualifications.

Please forward your applications, quoting the relevant reference number, to: The General Manager: Human Resource, Private Bag X894, Pretoria 0001 for attention: Mr Vusi Mtshali.

Closing date: 2 November 2007.

Correspondence will be limited to short-listed candidates only. Therefore, if you do not receive any correspondence from this office within the next three months, please consider your application to be unsuccessful.