



DIRECTOR: HUMAN CAPITAL INVESTMENT

Centre: Head Office | Ref No: 2021/296

All inclusive Salary Package: R1 057 326 per annum

REQUIREMENTS: •An undergraduate qualification (NQF Level 7) in the following fields: Public Management, Human Resource Management or Social/Management Sciences •Extensive working experience within the Sector Education Training Authorities (SETAs), Youth/Skills Development or Human Resources Development environment •Five (5) years experience at middle/senior management level •Experience in the development of policies, frameworks and implementation guidelines is critical •Knowledge and experience in Built Environment training systems is essential •Knowledge and understanding of the National Skills Development Strategy, National Infrastructure Act, Public Finance Management Act, Skills Development Act, National Development Plan and the National Skills Development Plan •Ability to work under pressure in a deadline driven environment as well as without close supervision •Advanced computer skills in MS Word and Excel •Excellent communication (verbal and written) skills •Presentation, organising, planning and time management skills •Working knowledge of financial administration, inclusive of the management of external funding •A valid unendorsed driver's licence and the willingness to travel extensively.

DUTIES: •Management of the Human Capacity Investment Programme, inclusive of Schools, Youth Bursary Scheme, Learnerships, Internships, Artisan Training, Young Professionals, Candidates, Mentoring (including the Cuban Technical Advisory [CTA] programme), Community Outreach as well as Graduate Recruitment and Exchange •Develop policies, procedures and mechanisms necessary for the effective implementation of the Learning Programme •Guide and oversee the implementation of the entire project plan •Manage the recruitment and selection process of new trainees •Ensure that learners are educated and trained in accordance with the Human Capacity Investment Agreements •Resolve problems that arise during the implementation process •Monitor and report on the Human Capacity Investment Programme •Develop (or adapt existing) policies and procedures relating to assessment procedures •Oversee all assessments to ensure that they are conducted in accordance with the stipulations in the Learning Programme •Manage the co-ordination of all learning and assessments within the workplace •Ensure formative assessments are conducted throughout the Learning Programme •Co-ordinate and facilitate with the Departmental Technical Committee on the CTA programme •Oversee the training process of mentors and coaches •Describe the roles and responsibilities of coaches, mentors and assessors •Develop the capacity of coaches, mentors and assessors •Strategic management of the Directorate and Programme budget •Develop a budget plan as well as identify and acquire the required physical facilities, equipment and human resources, appropriate to the learning project •Identify sources of funding and clarify the process for obtaining and distributing the funds •Oversee procurement of resources and medical assessments.

ENQUIRIES: Ms. Vangile Manzini, cell: 082 739 6768. **APPLICATIONS** must be submitted via email to: dpw25@ursonline.co.za for the attention of URS Response Handling, tel. 012 811 1900.

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of this post and persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.

NOTE: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. Applications must be accompanied by a new Z83 Application Form, comprehensive CV, recently certified (within 6 months) copies of qualifications (Matric certificate and certificates of qualifications), a valid driver's licence (where required) and Identity Document. Applications not complying with the above will be disqualified. It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Should you not have heard from us within the next months, please regard your application as unsuccessful. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by accessing the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>

CLOSING DATE: 17 SEPTEMBER 2021 AT 16H00