

The Central Johannesburg TVET College is an Equal Opportunity, Affirmative Action Employer.

Applications are invited from suitably qualified and experienced employees of CJC, for an appointment in the following INTERNAL ADVERTISEMENT

**Post: Acting Assistant Director: Human Resources Management and Development
Level: SL9**

Reference No: ADHR02/2022

Fixed term appointment until 31 December 2022 or until the post is advertised externally and filled, whichever occurs first.

Salary: Acting allowance, where applicable

<p>Requirements:</p>	<ul style="list-style-type: none"> ✓ Grade 12 or equivalent qualification. Appropriate Degree/National Diploma (NQF level 6) in Human Resources Management or Public Administration, or equivalent. At least 8 years of experience in the human resources and administration environment. Must have a minimum 3 (three) years at a supervisory level. ✓ Thorough knowledge of relevant Sectoral and HR related legislations and public service regulations. Must be able to interpret and apply HR and related prescripts. ✓ Sound interpersonal relations and conflict management skills. Must be able to work independently as well as in a team. ✓ Good communication skills with a high proficiency in writing. Very good level of computer literacy. ✓ Knowledge of the PERSAL system will be an advantage ✓ Valid driver's licence. ✓ Ability to work under pressure and meet deadlines. ✓ Good leadership and management skills
<p>Additional Competencies, Knowledge and Skills:</p>	<ul style="list-style-type: none"> ✓ Sound experience in interpretation, development and implementation of HR policies. ✓ Au fait with the Continuing Education and Training Act (2006), Basic Conditions of Employment Act, Public Service Act, Employment of Educators Act and Labour Relations Act, Skills Development Act, Employment Equity Act, Public Service Regulations
<p>Duties & Responsibilities:</p>	<p>Develop and maintain Human Resources Administrative systems and practices. Facilitate and oversee recruitment and selection processes as per departmental policies. Manage and render conditions of services (leave, Housing, pension, bonus). Coordinate the design, review and implementation of the College organisational structure. Facilitate the development of</p>

	<p>job descriptions. Maintain and manage employee personal records. Facilitate, manage, develop and implement employee health and wellness programmes. Develop, manage and facilitate the training and development programmes (i.e. staff trainings, bursaries, internships and Learnership) Provide the coordination and implementation of performances management systems (PMDS & IQMS). Coordinate, develop and monitor the implementation and reporting of the Employment Equity plan. Attend all internal and external HR matters from relevant stakeholders. Prepare HR reports as required by the institutions and departmental processes. Ensure that the College has all required HR policies and other relevant prescripts. Facilitate the HR risk register. Ensure that all HR audit findings are addressed in prescribed time frames.</p>
<p>Instructions:</p>	<p>Please forward your application to this email address: recruitment17Feb1@cj.edu.za <i>NB: Kindly quote the name of the post you are applying for and its reference number in the subject line.</i></p> <p>Applications must be e-mailed to the respective email address provided. Application sent to incorrect email address will regrettably not be considered. Applications must include a New Z83 form, obtainable on the internet at www.gov.za/documents and must be accompanied by a comprehensive CV and copies of qualifications, including matriculation, Identity Documents and driver's license. Certified copies may be requested in subsequent processes. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). If you do not receive any response within (3) months after the closing date of this advertisement, kindly accept that your application was unsuccessful. Suitable candidates may be subjected to vetting (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after closing date will not be considered.</p>
<p>Closing date:</p>	<p>28 February 2022 at 16:00</p> <p>Central Johannesburg TVET College reserves the right to withdraw the above position.</p> <p>Enquiries: R Lakhan - 0716128450</p>