The Office of the Premier co-ordinates functions of the provincial administration through provision of strategic leadership in policy development, planning and implementation.

We are looking for talented individuals who are interested in becoming part of leading the development of the Eastern Cape with excellence and integrity.

1. General Manager: Human Resources Development Support Services (Re-advertisement)

Salary: R988 152 all inclusive package per annum (Level 14)

**Minimum Requirement:** A three (3) year Degree / National Diploma in Human Resources Management or Human Resource Development or Public Administration or Business Administration or Human Sciences or any other equivalent qualifications at NQF level six (6). 5 years’ experience as a Senior Manager in a Human Resources Management and Development or Corporate Services environment. Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; policy analysis, policy development and policy implementation and review processes; modern systems of governance and administration; latest advances in public management theory and practice and global, regional and local political, economic and social affairs impacting on the provincial government of the Eastern Cape (PESTEL factors). Strong conceptual and formulation skills, Strong leadership skills with specific reference to the ability to display thought leadership in complex applications, Team building and strong inter-personal skills, Excellent verbal and written communication skills, Outstanding planning, organizing and people management skills, Computer literacy skills, Project management skills, Problem solving skills. A highly developed interpretive and conceptualization / formulation ability. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances, the ability to persuade and influence, ability to handle conflict and ability to lead and direct teams of professionals and service providers. A valid driver’s licence, Code EB.

**Key Performance Areas: Coordinate and facilitate the development and implementation of HRD strategies in the Province.** Coordinate the development and implementation of HRD policy framework. Coordinate the development and implementation of the Provincial HRD strategy. Facilitate the implementation of strategic human resource and skills development interventions. Facilitate the establishment and ensure effective
functioning of HRD structures. Mobilize resources and facilitate strategic partnership with key role players to support the implementation of key HRD projects/interventions. Monitor and coordinate reporting on the implementation of HRD policy frameworks and strategy. Coordinate assessment of impact of HRD interventions in the Province. **Coordinate and facilitate the development of management and leadership skills in the Province.** Coordinate competency assessments for members of the SMS. Develop and facilitate implementation of leadership development programmes / interventions including Women in Leadership. Coordinate leadership conferences, seminars and workshops. Coordinate evaluation of impact and return on investment. **Coordinate and facilitate the training development of supervisory and administrative skills of employees.** Coordinate the development and implementation of the Provincial Workplace Skills Plans. Coordinate the implementation of training programmes. Monitor and report on implementation of the training programmes. Coordinate evaluation of impact and return on investment. **Coordinate and facilitate the training development of supervisory and administrative skills of employees.** Coordinate the development and implementation of the Provincial Workplace Skills Plans. Coordinate the implementation of training programmes. Monitor and report on implementation of the training programmes. Coordinate evaluation of impact and return on investment. **Management of Human, Financial and Physical Resources**

2. **General Manager: Institutional Support Services (Re-advertisement)**

Salary: R988 152 all inclusive package per annum (Level 14)

**Minimum Requirements:** A three (3) year National Diploma / Bachelors degree in Public Management or Organizational Development or equivalent qualification qualification at NQF Level six (6). 3-5 years’ experience in Senior management environment. Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; policy analysis, policy development and policy implementation and review processes; modern systems of governance and administration; latest advances in public management theory and practice and global, regional and local political, economic and social affairs impacting on the provincial government of the Eastern Cape (PESTEL factors). Strong conceptual and formulation skills, Strong leadership skills with specific reference to the ability to display thought leadership in complex applications, Team building and strong
inter-personal skills, Excellent verbal and written communication skills, Outstanding planning, organizing and people management skills, Computer literacy skills, Project management skills, Problem solving skills. A highly developed interpretive and conceptualization / formulation ability. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances, the ability to persuade and influence, ability to handle conflict and ability to lead and direct teams of professionals and service providers. A valid driver’s licence, Code EB.

Key Performance Areas: **Coordinate service delivery improvement within the Province.** Coordinate, support and monitor implementation of integrated service delivery improvement mechanisms. Support departments on the processes to develop and implement credible Service Standards and Service Delivery Improvement Plans. **Ensure the promotion of innovation and knowledge management within Province.** Coordinate and facilitate development and implementation of innovation and knowledge management policies and strategies. Development and maintenance of Provincial knowledge management hub. Facilitate establishment of communities of practice and learning networks. Coordinate and facilitate documentation of best practices and replication thereof throughout provincial and local government spheres. **Coordinate provision of strategic support with regards to organizational development.** Coordinate the development and implementation of OD policies and procedures. Manage provision of technical support to departments on organisational re-engineering. Ensure & promote the provision of technical support to departments on service delivery modelling and organisational structure design. Coordinate development and implementation of process maps and standard operating procedures. Coordinate job evaluation processes and strengthen functionality of JE structures. **Coordinate the provision of support in the implementation of Batho Pele Programmes and change management systems.** Coordinate, support and monitor implementation of Batho Pele revitalization strategy. Coordinate, support and monitor implementation of culture change programmes. **Coordinate the provision of support in the implementation of Batho Pele Programmes and change management systems.** Coordinate, support and monitor implementation of Batho Pele revitalization strategy. Coordinate, support and monitor implementation of culture change programmes. **Ensure effective management of human, financial and physical resources.**
NB: Kindly note that these posts are re-advertised and those who have applied before should NOT re-apply. Short-listed candidates will be subjected to pre-employment screening. SMS members will also be subjected to security vetting. Appointment is subject to the signing of a performance agreement and contract with the Department. Females and disabled persons are encouraged to apply. The Eastern Cape Provincial Government is an equal opportunity affirmative action employer.

Applications must be submitted on form Z83, obtainable from any Public Service department or from www.dpsa.gov.za and should be accompanied by a comprehensive CV together with certified copies of qualifications and Identity Document. A SAQA evaluation report must accompany foreign qualifications.

Please forward your application and the name of the publication in which you saw this advertisement for the attention of the Senior Manager: Employee Support and Talent Management, Office of the Premier, Private Bag X0047, Bhisho 5605 or hand deliver it to the Office of the Premier, HRM Office in 2nd Floor (Room 2059) of Old ECDC Building, Independence Avenue, Bhisho.

The Office of the Premier reserves the right not to make any appointment. No faxed, e-mailed or late applications will be accepted.

Correspondence will be limited to short-listed candidates only and should you not hear from us within 2 months of the closing date, please consider your application unsuccessful.

Enquires can be directed to Mr M Mrara at (040) 609-6238/9 or Mr V Booysen on (040) 609-6290.

Closing date: 06 March 2015