

Department of Higher Education And Training Human Resource Assistant Director Vacancies Requirements:-

Senior Certificate or equivalent. Appropriate Degree/ National Diploma (NQF level 6) in Human Resources Management or Public Administration/Management. Must have a minimum of at least eight years in the human resources and administration environment. Must have a minimum 3 (three) years' experience at salary level 8. Must have depth knowledge of the following legislations: 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, Compensation of Injuries and Diseases Act, Public Service Regulations. Must be able to understand and interpret and apply all other HR and related prescripts including policies. Must have sound interpersonal relations and conflict management skills regarding people management. Good communication skills with a high proficiency in writing. Computer literacy. (MS Word, Ms Excel, Ms PowerPoint. Must have knowledge of PERSAL system and a valid driver's licence. Ability to work under pressure and meet deadlines. Preference will be given to candidate who understand TVET sector and CET sector.