

**POST 04/119** : **ASSISTANT DIRECTOR: HUMAN RESOURCES PLANNING AND INFORMATION SYSTEMS REF NO: S004/2026**  
 Division: Corporate Services (CS)  
 Purpose: To facilitate and implement HR Planning services in the National Treasury.

**SALARY CENTRE REQUIREMENTS** : R468 459 per annum, (Excl. benefits)  
 : Pretoria  
 : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Human Resources Management or Business Administration or Management or Public Administration. A Bachelor's Degree (equivalent to NQF level 7) will be an added advantage. A minimum of 3 years' experience obtained in the Human Resources Management service environment.

**DUTIES** : Facilitate, co-ordinate and monitor workforce planning in the Department: Facilitate and implement workforce planning and plans according to the financial planning process and (budget) financial plan, Facilitate and adjust HR plan processes and procedures in the Department, Ensure that the workforce plan has a clear understanding of the Departmental objectives, Facilitate and analyze present and future workforce needs to determine gaps or surplus, Facilitate and analyze the current workforce profile to establish a baseline of the current state of the Department (i.e. demographic data on the workforce, retirement eligibility, skills and competencies, salary data, supervisory ratios, and management, projected leadership positions). Facilitate the development and implementation of HR plan analysis: Facilitate HR forecasting in line with Organisational strategy, Facilitate, monitor, and maintain comprehensive workforce analysis, Conduct research and provide recommendations to inform organizational capacity requirements, Identify the gaps between the needs and what is available and recommend the necessary action plans to bridge the gaps. Ensure business transformation and partnership with various stakeholders: Liaise with the Department of Public Service and Administration on HR Planning matters, Benchmark with various institutions for best practice, Revisit, review, and streamline all processes to ensure accuracy and efficiency in operations execution, Monitor and participate in the implementation of efficiency improvement projects, Facilitate best practices to contribute towards improved processes and procedures. Establish quality assurance practices and procedures to verify whether assigned tasks were implemented according to standards: Initiate the quality assurance on the source document and data verification of all PERSAL transactions, Develop methodologies and standards measuring the effectiveness of internal governance within business, Develop and implement metrics and systems to measure quality of outputs and propose remedial actions, Generate managerial reports and statistics for governance purpose.

**ENQUIRIES** : enquiries only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)