ANNEXURE G

NATIONAL SCHOOL OF GOVERNMENT

National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education Institution.

APPLICATIONS: Principal: National School of Government, Private Bag X759, Pretoria, 0001

FOR ATTENTION: Ms L Raseroka, HR Unit

NOTE: Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).

All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Candidates are required to submit certified copies of their identity document and qualifications before the interviews. During the interview the shortlisted candidates might be required to write a technical exercise test that is relevant to the post. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE: 28 June 2019 at 16h00

OTHER POST

POST 21/43: ASSISTANT DIRECTOR: EMPLOYEE RELATIONS & POLICY CO-ORDINATION /NSG09/2019

SALARY: commencing at R376 596 per annum plus competitive benefits cost to company (Level 09)

CENTRE: Pretoria

and proactive, Flexibility, Ability to work independently and as part of a team, Ability to maintain high levels of confidentiality, Demonstrated ability to maintain objectivity.

**DUTIES:** Facilitate the provision of employee/ labour relations services and to implement related support systems. Facilitate the development of departmental policy and guidelines related to labour matters, disputes, grievances and disciplinary processes. Render unbiased and specialised advisory service in the organisation on all labour related policies, agreements, strategies, procedures and legislation. Facilitate collective bargaining and labour dispute resolution and prevention matters which includes conciliations and arbitrations. Conduct preliminary investigations, resolutions and referral of complaints, grievances and misconduct cases. Facilitate mediation/conciliation meetings and prepare the necessary documents and bundles. Analyse investigation reports and compilation of recommendation reports. Facilitate disciplinary hearings and ensure implementation of sanctions. Facilitate consultation and negotiations processes. Monitor the implementation of arbitration awards and collective agreements. Facilitate strike management within the department. Facilitate processes to build capacity on Labour Relations in the department, which includes training of investigating and presiding officers and training of employees at large on labour relations matters. Conduct advocacy and awareness campaigns on labour relations matters. Promote and strengthen the trust relationship with organised labour by engagements with internal shop stewards. Facilitate the provision of policy co-ordination services and implement systems that support policy development practices. Develop and maintain protocols and guidelines for policy development and approval processes. Consult with relevant stakeholders on sources of authority and legislative frameworks applicable in relevant policies and the impact thereof on other policies and frameworks. Co-ordinate the development, review and implementation of NSG policies, standard operating procedures and strategies in accordance with specific relevant legislative prescripts. Provide presentation readiness support at policy forum, Departmental Bargaining Chamber and SMS Manco levels. Support policy dialogue in the department by coordinating departmental policy forum meetings and policy advocacy sessions. Ensuring that the NSG has access to policy material through correct versions for circulation to all staff. Provide advice and support to internal units on policy development and approval matters. Submit approved labour relations reports, within a predetermined reporting structure. Assist in co-ordination of compliance reporting with regard to HRM&D & MPAT requirements. Ensure compliance with relevant legislative frameworks, directives applicable to labour relations. Ensure that qualitative monthly, quarterly and annual reports are submitted timeously (statistically & advisory). Manage labour relations records and ensure records are captured, archived and correctly recorded. Generic junior management functions: Planning, organise and reporting processes in the unit including preparation of inputs to the Directorate and departmental reports. Management of the activities of the section including performance and development of personnel within the unit. Manage human resources and assets of the unit.

**ENQUIRIES:** Ms Z Lamati, (012) 441-6019

In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mogoto Tel No: (012) 441 6017