ANNEXURE I

NATIONAL SCHOOL OF GOVERNMENT (NSG)

The 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.

APPLICATIONS
Principal: National School of Government, Private Bag X759, Pretoria, 0001, by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.

FOR ATTENTION
Ms L Raseroka, HR Unit, National School of Government.

CLOSING DATE
14 February 2020 @ 16h00.

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.

OTHER POST

POST 04/64
ASSISTANT DIRECTOR: EMPLOYEE RELATIONS & POLICY COORDINATION REF NO: NSG 01/2020

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

CENTRE
Pretoria

REQUIREMENTS
B Degree or equivalent in Labour Relations/ Industrial Relations/ Human Resources or equivalent. 3 – 5 years’ experience in Labour Relations of which 1 year on a supervisory level. Knowledge: In depth knowledge of the Public Service Act & Regulations, Labour Relations Act, and relevant MPSA Directives and Determinations. Advanced knowledge of the legislative frameworks in the public service. Advanced knowledge of Departmental Policies and procedures. Advanced knowledge of policy development practices. Ability to understand, interpret and apply policy initiatives emanating from government and linking it to Labour Relations. Competencies/ skills: Basic Numeracy skills. Good analytical skills. Good written and verbal communication skills. Listening skills. Planning, organizing and execution skills. Investigation skills. Interest based conflict resolution skills. Conciliation and Mediation skills. Presentation and facilitation skills. Good report writing skills. Problem solving skills. Negotiation and influencing skills. Interpersonal skills. Good computer literacy skills in the MS Office Suite. Interpersonal proficiency. Language proficiency. Good time management skills. Technical skills. Coaching and mentoring skills. Quality of work. Delegation and empowerment. Research, analysis and interpretation skills. Policy formulation & implementation skills. Personal Attributes: Acceptance of responsibility, Sense of judgement, Reliability, Client focused, Trust worthy, Enthusiastic, Confident, Attention to details, Innovative, creative 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 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 Tel No: (012) 441-6019

In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.