

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
OFFICE OF THE PREMIER**

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: The Senior Manager, Human Resources Management, Private Bag X5016, Kimberley, 8300 Or hand deliver: JW Sauer Building, Office of the Premier, Ground Floor (Security)
- FOR ATTENTION** : Ms. R. Booysen
- CLOSING DATE** : 27 November 2020
- NOTE** : The NC Provincial Government is an equal opportunity, affirmative action employer, and women and persons with Disabilities are encouraged to apply. During appointment the Office of the Premier will consider its Employment Equity Plan. Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, failure to comply with these instructions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No faxed applications will be accepted. All applications should please note that correspondence will be limited to successful candidates only, if you have not been contacted within six (6) weeks after the closing date of this advertisements, please accept that your application was unsuccessful.

**OTHER POSTS**

- POST 26/315** : **MANAGER: RISK MANAGEMENT REF NO: M/RM/2020**
- SALARY** : R733 257 – R863 748 per annum
- CENTRE** : Kimberley
- REQUIREMENTS** : An appropriate three year degree or National Diploma with Risk Management or Internal Auditing as a major subject. Membership of the Institute of Public Finance and Auditing recognised professional body will serve as an added advantage. Minimum of 3-5 years on a junior management level. Competencies: The ability to manage conflict situations effectively; Good leadership and managerial skills; organizational skills; financial management; formal presentation skills, good communication skills and report writing; Policy development skills and computer literacy.
- DUTIES** : The successful candidate will be responsible for the following: Develop the institutions risk profile; Develop, maintain, communicate and monitor the implementation of the institutions risk management framework, incorporating, inter alia, the following; Risk Management Policy, Risk Management Strategy, Risk Management Implementation Plan, Risk Identification and Assessment Methodology; Risk appetite and tolerance; and Risk Classification; Facilitate risk identification and assessments, and development of response strategies, and monitor the implementation of the response strategies; Manage education, training and awareness campaigns on risk management to promote a risk management culture and capacity on risk management in the Department; Collate, aggregate, interpret and analyse the result of risk assessments to extract risk intelligence; Report risk intelligence to the Accounting Officer, Management and the Risk Assessment Committee; Collaborate with the shared Internal Audit Services, management and the Auditor-General to develop the combined assurance plan of the Office of the Premier.
- ENQUIRIES** : Ms. Z. Langeveldt Tel No: (053) 838 2950
- POST 26/316** : **ASSISTANT MANAGER: LABOUR RELATIONS REF NO: AM/LR/2020**
- SALARY** : R376 596 – R443 601 per annum

**CENTRE  
REQUIREMENTS**

: Kimberley  
: Applicants must be in possession of a Diploma or Degree in Labour Law or Labour Relations or Human Resources Management coupled with 3-5 years' experience in Labour Relations. Thorough knowledge of the Public Service Act, Labour Relations Act, Basic Conditions of Employment Act. Competencies: The following key competencies will serve as a strong recommendation: Thorough Knowledge of Labour Law/Labour Relations relating to the Public Service; Knowledge of the Persal System; Ability to communicate ideas and issues in a tactful, influential manner, verbally, in writing, formally and informally; Knowledge and ability to interpret directives and guidelines on labour relations; Research Skills; Negotiation Skills; Problem-solving skills; Computer skills; Analytical and influencing skills.

**DUTIES**

: The successful candidate will facilitate and co-ordinate formal and informal disciplinary procedures, conducting investigations into misconduct and facilitate the resolution of grievances and disputes in line with the resolutions applicable in the public service; Manage and ensure collective bargaining forums/structures are in place; Preside over disciplinary cases; Conduct training and information sharing on Labour Relations matters; Assist and support development and drafting of Labour Relations Policies; Maintain a database of all cases in the Office of the Premier; Support Provincial Departments on matters pertaining to employment relations; Manage strikes and industrial action. Supervise staff members.

**ENQUIRIES**

: Ms. T. Swartz Tel No: (053) 838 2455