

**PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER**

- APPLICATIONS** : Please email your applications quoting the reference number to OOPRecruitment@nwpg.gov.za
- CLOSING DATE** : 05 March 2021
- NOTE** : The Office of the Premier is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Applications should include certified copies (not older than 6 months) of ID and Qualifications including the Senior Certificate/ Matric as well as a comprehensive CV with three contactable referees. Failure to submit the required documents will result in your application not being considered. Late applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualification verification by SAQA and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office reserves the right to not fill the position.

OTHER POSTS

- POST 06/218** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: NWP/OOP/2021/03**
Purpose: To ensure management and facilitation of sound employee's relation
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Mahikeng
- REQUIREMENTS** : An appropriate three year tertiary qualification in Labour Relations/ Labour Law at NQF level 6 and/or Equivalent qualifications (NQF Level and Credits). 3-5 experience in Labour Relation environment of which 2 years supervisory level. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. The incumbent must be willing to travel. Knowledge, Skills & Competencies: Extensive knowledge in Public service prescripts and legislations, Human Resource Administrations and Labour matters, Policy formulation and implementation, planning and organizing, Knowledge of PERSAL, knowledge of reporting procedures, Research and Finance Matters. Management skills, Communication skills, organizing and planning, investigative and analytical thinking skills. Ability to develop new ideas that impact on existing methods, policies and understanding. Ability to diffuse conflict situation and maintain.
- DUTIES** : Advice line management on labour relations related matters, manage and facilitate the grievance resolution process and procedures, manage and facilitate misconduct cases, represent the employer during dispute resolutions processes, disseminate relevant and contemporary information on labour relations matters, manage financial, human and physical resources in the sub-directorate, develop and manage labour relations policies and prescripts, ensure maintenance of the Provincial labour relations database, represent the employer at the Provincial bargaining chambers, compile monthly, quarterly and annual reports; facilitate the labour relations policy awareness sessions.
- ENQUIRIES** : Ms. BC Maseng Tel No: (018) 388-3440
- POST 06/219** : **PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION (CONDITION OF SERVICE) REF NO: NWP/OOP/2021/04**
Purpose: To implement condition of services and Remuneration practices in the Office of the Premier
- SALARY** : R257 508 per annum (Level 07)

**CENTRE
REQUIREMENTS**

: Mahikeng
: 3 year appropriate tertiary qualification in Human Resource Management or Public Administration at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). 2-3 years' experience in Human Resource Management and Public Administration. PERSAL Personnel Administration course. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. The incumbent must be willing to travel. Knowledge, Skills & Competencies: Knowledge of Government Employee Pension Act, Public Service Act, Public Service Regulations and Prescripts, Knowledge of PERSAL system, Knowledge of basic principles of HR Management. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills.

DUTIES

: Process Service Terminations: Terminate employees on PERSAL system, Acknowledge application letter of terminations & Provide pension forms to Employees, Circulate Asset & State liability forms. Facilitate completion Exit Interview forms, Compile pension withdrawal, Capture pension claim, Process payment of leave benefits. Process Funeral benefit claims, Nomination of beneficiaries, Process housing allowances. Collect all personal files for filling. Process transfers, relocation and movement: Compile submission to relevant authorities, Inform employees on approval of transfer and the receiving department, Implement transfer on PERSAL system, Sent last pay certificate to the receiving department and all personal files, Request files from departments, Movement & relocation between directorates.

ENQUIRIES

: Mr PK Letebejana Tel No: (018) 388-3741