

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

- APPLICATIONS** : Please email your applications quoting the reference number to OOPRecruitment@nwpg.gov.za.
- CLOSING DATE** : 26 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 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 and submitted with the application. 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 POST

- POST 08/242** : **ASSISTANT DIRECTOR: CONFLICT PREVENTION AND MANAGEMENT REF NO: NWP/OOP/2021/02**
Purpose: To coordinate and facilitate provincial conflict and prevention and management strategies across the NWPG.
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Mahikeng
- REQUIREMENTS** : Three year appropriate tertiary qualification in Labour Relations at NQF level 6 and/or equivalent qualification (NQF Level and Credits). 3-5 experience in labour relation matters 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 labour relations policies, prescripts, practices and related fields, knowledge of Labour Legislation Research Methodology, Dispute resolution, Project Management, Training in presentation and facilitation skills, Human Resource Management, Managing Performance And Supervision. Ability to work under pressure, good verbal and writing skills, ability to negotiate, develop and management of related projects.
- DUTIES** : Coordinate meetings of the Provincial Labour Relations Practitioner`s Forum. Provide support to departments in matters involving conflicts and or / disputes. Generate opinions and / or advice as requested by departments or when the need arises. Conduct mediation, facilitation in pursuit of either preventing conflicts or managing them. Disseminate contemporary labour relations information including landmark courts judgement as handed down by relevant courts. Ensure Departmental compliance with collective agreements, applicable legislation and policies: Provide advisory services to HODs, supervisors and employees across Departments, Circulars, consultation records and letters submitted to Deputy Director: Conflict prevention and management or decision making.
- ENQUIRIES** : Mr. D. M Kgame Tel No: (018) 388-3617/ Mr. B. S Malwane Tel No: (018) 388-3710