

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ROADS AND PUBLIC WORKS**

*The Provincial Administration of the Northern Cape is an equal opportunity, affirmative action employer.
Persons with disabilities are encouraged to apply.*

CLOSING DATE : 14 October 2022

NOTE : Applications must be submitted on form Z.83 obtainable from any Public Service Department as well as a comprehensive curriculum vitae only. Any Z83 form that is not signed will disqualify the application. The specific reference number of the post must be quoted. Failure to submit all requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was unsuccessful. Communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Only applications submitted online will be accepted. To apply submit your application online only, via <http://ncrpw.ncpg.gov.za>. Note that all suitable candidates will be subjected to a satisfactory personnel suitability checks (criminal records checks, citizenship verification, qualification verification). Successful candidates will also be subjected to a security clearance process. Should you be in possession of a foreign qualification, it must be accompanied by the evaluation certificate from the South African Qualifications Authority (SAQA). The Department of Roads and Public Works reserves the right not to make appointments to the advertised posts. All applications must reach the Department of Roads and Public Work before 16:00 on the day of the closing date. Incomplete applications and applications received after the closing date will be disqualified.

OTHER POST

POST 36/420 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DRPW/HR007/2022**

SALARY : R744 255 per annum (Level 11), (all inclusive). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

CENTRE : Kimberley

REQUIREMENTS : B degree qualification as recognised by SAQA on NQF level 7 in a relevant field, i.e. Law, Human Resources or Industrial Psychology. A post graduate certificate in labour law will be an added advantage. A minimum of 5 years within a people management environment (including employee relations). Knowledge of People Management and Employment Relations. In-depth knowledge of the Public Service Act, the Labour Relations Act, the Basic Conditions of Employment Act and the Employment Equity Act as well as general policies governing the government of the day. Excellent negotiation skills, Strong analytical, conceptual and formulation skills, planning and organizing skills. Computer literacy skills.

DUTIES : Conduct investigations (misconduct, queries and disputes), represent the employer in disciplinary hearings and dispute matters, provide employment relations training, manage misconduct, grievance and dispute processes within the department. Render an employment relations service in the Department. Provide advice about the application of employment relations legislation, regulations and guidelines, contribute to strategic management within the Sub-Directorate, development and management of the operational plan of the Sub-Directorate. Evaluate the performance of the Sub-Directorate, analyze and propose business process improvements and provide reports on a regular basis on the activities of the Sub-Directorate, Motivate, train and guide employees within the Sub-Directorate. Manage the performance as well as discipline of employees within the Sub-Directorate. Responsible for the efficient, economic and effective control and management of the Sub-Directorate's budget and expenditure.

ENQUIRIES : Mr. W. Pike Tel No: (053) 8392249/2255