

Head Office

Personnel Practitioner
(Human Resource Monitoring & Reporting)

Salary: R261 372 per annum (SL 07)

• REF NO: H/O 10/2022 • Centre: Head Office - Mahikeng

Requirements: Qualification and Experience: • National Senior Certificate plus National Diploma/Bachelor's degree in Human Resource Management/Public Management/Public Administration relevant to Human Resource Monitoring & Reporting • Minimum of one (1) to two (2) years' relevant experience in Human Resource Information Management • PERSAL training Introduction and other PERSAL Course will be an added advantage • A valid driver's license will be an added advantage.

Knowledge: • Understanding of the legislative and regulatory framework that governs Human Resource Administration and PERSAL • Statistical analysis and Data capturing (file transfer protocol; draw data from Persal into Excel) • Knowledge and understanding of PFMA.

Skills: • Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) • Good communication and interpersonal skills • Report writing skills, presentation skill • Planning and Organisation • The ability to work under pressure.

Note: All shortlisted candidates for the post will be subjected to a technical exercise that intends to test relevant technical elements of the job.

Duties: • Assist in generating User/Management Adhoc reports • Provide support in interpretation and analysis of PERSAL reports • Audit PERSAL user transactions • Assist in consolidating monthly PERSAL User reports • Maintenance of the Departments staff establishment on PERSAL. Perform reconciliations on the establishment • Quality assures all establishment transactions on the HR systems and ensure accuracy and frequency on PERSAL transactions • Manage and develop staff.

Enquiries: Mr ME Leshotho, tel. (018) 388 4293

Administrative Clerk – Security Administration Services

Salary: R176 310 per annum (SL 05)

• Ref no: H/O 11/2022 • Centre: Head Office - Mmabatho

Requirements: Qualification and Experience: • A National Senior Certificate (Grade 12) or equivalent qualification • PSIRA registration certificate/relevant experience will be an added advantage.

Knowledge: • Knowledge and understanding of the legislative framework governing the Public Service • Knowledge of working procedures in terms of the working environment • Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics • A good understanding of the Minimum Information Security Standards (MISS) • Protection of Information Act, 84 of 1982.

Skills: • Communication (written and verbal) skills • Proven computer literacy (MS Word, MS Excel, and MS Access) • Finger Prints Taking • Planning & organising • Safety & security • Good interpersonal skills.

Duties: • Render general clerical support services • Provide security administration clerical support services • Conduct PSC (Personnel Suitability Checks) • Check and verify all security registers relating to the laptops.

Enquiries: Mr K Mothoagae, tel. (018) 388 3047

Secretary

Salary: R176 310 per annum (SL 05)

• Ref no: H/O 12/2022 • Centre: Head Office - Mmabatho

Requirements: Qualification and Experience: • A National Senior Certificate (Grade 12) or equivalent qualification • A Training Course Qualification in Management Assistant/Office Management/Management Certificate/Computer Studies • Typing as a subject will be an added advantage.

Knowledge: • Knowledge of applicable Public Service legislations policies and prescripts. Batho Pele Principles • Public Finance Management Act (PFMA) and Supply Chain Management • The ability to capture data, operate a computer and collect statistics, understanding of the legislative framework governing Public Service, Working procedures in terms of the working environment.

Skills: • Communication (written and verbal) skills • Ability to communicate well with people at different levels and from different backgrounds • Good telephone etiquette • Proven computer literacy (MS Word, MS Excel, and MS Access) • Planning & organising • Good people skills • High level of reliability • Ability to act with tact and discretion • Good grooming and presentation.

Duties: • Provide a secretarial/receptionist support service to the Director: • Receives telephone calls and refers the calls to the correct role players if not meant for the Director • Type documents for the Director and other staff in the unit • Manage the Director's Diary • Provide a clerical support service to the Director: • Make travel arrangements for the Director • Arrange meetings and events for the Director • Processes the travel and subsistence claims for the Unit • Processes all invoices that emanate from the activities of the work of the Director • Draft routine correspondence and reports • Administers matters like the leave registers and telephone accounts • Receives, records and distributes all incoming and outgoing documents • Handles the procurement of standard items like stationary, refreshments etc • Collect all relevant documents to enable the Director to prepare for meetings • Remain up to date with regard to prescripts, policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager.

Enquiries: Mr K Mothoagae, tel. (018) 388 3047

Communication Officer: External Communications

Salary: R211 713 per annum (SL 06)

• Centre: Head Office - Mahikeng

Requirements: • National Senior Certificate (Grade 12) plus A SAQA recognised Bachelor's Degree or National Diploma (NQF 6) in Communication or an equivalent qualification • At least 1-2 years' work experience in a communications environment • A valid driver's license.

Knowledge and Attributes: • Knowledge of Government processes and relevant Legislations • Ability to work long hours • Ability to travel and work outside the office • Ability to gather and analyse information • Ability to work with diverse personalities and to resolve conflict • Ability to work under pressure • Candidate must be willing to work irregular hours.

Skills: • Excellent interpersonal and presentation skills • Computer literacy and use of standard software packages • Co-ordination skills • Conflict resolution • Problem solving skills • Project Management • Leadership and Presentation • Ability to interpret and apply policy; Analytical; innovative thinking and Research skills.

Duties: • Assist with coordination of communications and marketing activities, events and launches • Write articles and take photographs for internal and external newsletters • Update the media database every three months • Assist with media monitoring • Assist in arranging and conducting regular and special media interaction, including editorial visits, taped and live interviews.

Enquiries: Ms M Tong, tel. (018) 388 1412

Senior Labour Relations Officer

Salary: R321 543 per annum (SL 08)

• Ref no: H/O 15/2022 • Centre: Head Office - Mmabatho

Requirements: • National Senior Certificate plus a Bachelor Degree or National Diploma in Labour Relations/ Human Resources Management • Labour Relations PERSAL certificate • Minimum 2 (two) year's practical experience in Labour Relations • A valid driver's license.

Knowledge: • Knowledge and understanding of Labour Relations Legislation and Public Service Policies.

Skills: • Negotiation skills • Good Communication skills • Computer literate • Report writing skills • Planning and Organising • Facilitation skills • Co-ordination Skills • Conflict resolution • Problem solving skills • Project Management • Leadership and Presentation • Ability to interpret and apply policy • Analytical • Innovative thinking and Research skills.

Duties: • Handle grievances within Department • Manage disciplinary matters within the Department • Capture Labour Relations database into PERSAL system • Compile Labour Relations database • Advice management on Labour Relations issues.

Enquiries: Ms GM Matlhaba, tel. (018) 388 4315

Assistant Director: Labour Relations

Salary: R382 245 per annum (SL 09)

• Ref no: H/O 16/2022 • Centre: Head Office -Mmabatho

Requirements: • National Senior Certificate plus a Bachelor Degree or National Diploma in Labour Relations/ Human Resources Management • Labour Relations PERSAL certificate • Minimum of (2) two to (3) three year's practical experience in Labour Relations of which (2) two years' should be at supervisory level • A valid driver's license.

Knowledge: • Knowledge and understanding of Labour Relations Legislation and Public Service Policies

Skills: • Negotiation skills • Good Communication skills • Computer literate • Report writing skills • Planning and Organising • Facilitation skills • Co-ordination Skills • Conflict resolution • Problem solving skills • Project Management • Leadership and Presentation • Ability to interpret and apply policy • Analytical • Innovative thinking and Research skills.

Duties: • Conduct capacity building workshops within the Department • Facilitate dispute resolution mechanism • Represent the Department in relevant bargaining structures • Develop and implement Labour Relations policy framework • Compile Labour Relations reports • Provide advice on Labour Relations issues • Strike management • Manage performance of personnel.

Enquiries: Ms GM Matlhaba, tel. (018) 388 4315

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

Compliance: The Application must be fully completed and that is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialed and dated to be considered, is obtainable at any National or Provincial Departments, www.gov.za.

The new Z83 Form must be accompanied by a recent updated and comprehensive curriculum vitae with competencies and experience, including three (3) names of contactable referees; Copies of all required qualification(s), including Grade 12 Certificate or equivalent; and all applicants with tertiary qualification(s) must be accompanied by copies of academic record/transcript(s); attached ID copy. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA).

Applicant previous information for background checks/reference checks about the high school/college/ university/employment records will be verified through referees. Applicants need not to submit certified documents. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Failure to submit the requested documents, faxed, e-mailed applications will not be accepted or considered. All qualifications will be verified.

The successful candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting.

Applications should be forwarded in time, since any applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interviews selection on a date, time and place as determined by the Department.

The Department reserves the right not to make appointment. Applicants must indicate the Post, the Center and the Reference number on the Z83 Form application. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. Candidates requiring additional information regarding advertised post(s) must direct their enquiries to the relevant person indicated.

NB: Communication and Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

All Applications must be addressed to: **Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road. Mmabatho, 2735. For Attention: HR Recruitment - Mr. M.E Khauoe.**

Closing Date: 22 July 2022 (Posted Applications must have reached the Department by 15h30 pm, otherwise they will not be considered)



dpwr

Department: Public Works and Roads
North West Provincial Government
REPUBLIC OF SOUTH AFRICA