



cogta

Co-operative Governance and Traditional Affairs  
PROVINCE OF KWAZULU-NATAL

## **CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

**POST TITLE: DEPUTY DIRECTOR: LABOUR RELEATIONS**

**SALARY: R657 558 PER ANNUM (All Inclusive Middle Management Service Package)**

**CENTRE: PIETERMARITZBURG**

**REFERENCE: 1/2017 (HRMD)**

**REQUIREMENTS:** The ideal candidate must be in a possession of a Bachelor's Degree/National Diploma in HR related environment preferably Labour Relations coupled with 3 years at Junior Management level and Labour Relations environment experience.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

The successful candidate must have:- ■ knowledge of labour relations Act ■ knowledge of Public Service Act and Regulations ■ knowledge of Collective Agreements and Bargaining structures ■ knowledge of Departmental policies ■ good negotiation skills ■ good dispute resolution skills ■ good facilitation skills ■ good communication skills (verbal & written) ■ computer literacy in MS Office ■ a valid code 8 drivers licence.

**KEY RESPONSIBILITIES:** The successful candidate will be required to manage labour relation matters with the following key responsibilities to:- ■ develop and implementation of Labour Relations Policies, Codes and Practices ■ management of grievances and dispute resolution mechanisms ■ manage discipline processes ■ facilitate collective bargaining ■ management of the sub-directorates resources

**ENQUIRIES: MR GN DLAMINI • TELEPHONE: 033 395 2499**

## **OFFICE OF THE HEAD OF DEPARTMENT**

**POST TITLE: ASSISTANT DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT**

**SALARY: R334 545 PER ANNUM**

**CENTRE: PIETERMARITZBURG**

**REFERENCE: 1/2017 (OHOD)**

**REQUIREMENTS:** The ideal candidate must be in possession of a Bachelor's Degree/National Diploma in Public Management/Public Administration coupled with 3-5 year's administrative experience.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:** The successful candidate must have:- ■ knowledge of relevant legislations ■ knowledge of MS Word, Powerpoint, MS Excell and Novel Groupwise ■ knowledge of Public Service procurement legislation and processes ■ good interpersonal skills ■ good project management and control skills ■ co-ordination skills ■ good communication skills (verbal & written) ■ computer literacy in MS Office ■ a valid code 8 drivers licence.

**KEY RESPONSIBILITIES:** The successful candidate will be required to co-ordinate activities in the office of the Head Department with the following key responsibilities to:- ■ provide administrative and general support to the office of the HOD ■ co-ordinate MANCO and EXCO meetings through arranging logistics in preparation of meeting; circulating notices of meetings; sourcing of information on agenda items; compilation of agendas and taking minutes; following up on decision matrices ■ co-ordinate the compilation and dissemination of correspondence ■ collating information from Managers for responding to Parliamentary Questions ■ collating information from Managers on responses to Portfolio Committee resolutions and Sector Parliaments ■ supervision of the Admin Clerk and Interns.

**ENQUIRIES: MS. B ALLY • TELEPHONE: 033-395 3217**

## **BUSINESS UNIT: POLICY, RESEARCH AND INSTITUTIONAL DEVELOPMENT**

**POST TITLE:**

**LIBRARIAN**

**SALARY:**

**R226 611 PER ANNUM**

**CENTRE:**

**PIETERMARITZBURG**

**REFERENCE:**

**1/2017 (PRID)**

**REQUIREMENTS:** The ideal candidate must be in a possession of a National Diploma or Degree in Library Studies/Science coupled with 3 years in a library environment experience.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:** The successful candidate must have:- ■ knowledge of interpretation of relevant legislation ■ knowledge of research procedures ■ awareness and understanding of cultural climate within the Public Service ■ knowledge of electronic library products i.e. Lexis Nexis ■ time management skills ■ confidentiality and listening skills ■ innovation/creativity skills ■ excellent communication skills (verbal & written) ■ computer literacy in MS Office ■ a valid code 8 drivers licence.

**KEY RESPONSIBILITIES:** The successful candidate will be required to provide the departmental library services with the following key responsibilities to:- ■ maintain a departmental library and provide a proper and efficient information services system ■ manage, maintain and develop all library resources ■ develop library procedures, policies and operational manual ■ develop and maintain electronic library services ■ maintain library database and liaise with affiliates to ensure a wider scope of library services.

**ENQUIRIES: DR N. NDLELA • TELEPHONE: 031-204 1733**

**NOTE TO APPLICANTS:** Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify candidates.

**APPLICATIONS TO BE POSTED TO:** The Chief Director: Human Resource Management and Development, Department of Co-operative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or HAND DELIVERED TO: 330 Langalibalele Street, Pietermaritzburg for the attention of Mr LA Nyilenda, Closing date: 28 April 2017 (Applications received after this date will not be accepted).

**NOTE:** Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted.

**NB:** All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection committee will recommend the candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**CLOSING DATE: 28 APRIL 2017**

