

# ADVERTISEMENT

---

The Education Labour Relations Council (ELRC) is a statutory council, established in terms of Section 37 of the Labour Relations Act, No 66 of 1995 as amended. It operates in the Public Education Sector, providing services to the Department of Basic Education, Trade Unions and educators in the interest of the South African Public.

The ELRC's primary objective is to: • Promote and maintain labour peace in education • Prevent and resolve labour disputes in education • Promote collective bargaining in relation to matters of mutual interest.

The ELRC wishes to fill the following vacancy:

**Provincial Manager**

**KZN (Ref. ELRC/CBS/KZN)**

**MPUMALANGA (Ref. ELRC/CBS/MP)**

**All-inclusive remuneration package of R934 207 per annum**

**Non-Negotiable**

**(Grade D3)**

This position will be reporting to the Senior Manager: CBS

## **Requirements:**

### **• REQUIREMENTS OF THE POST**

- 3 year Degree / National Diploma in Labour Law / Industrial Relations / Human Resources (NQF level 7)
- At least 5 – 8 years general administration experience, 2-3 years must be at management level.

### **COMPETENCIES, KNOWLEDGE AND SKILLS**

- Sound dispute resolution knowledge
- Knowledge and understanding of the education environment
- Knowledge of relevant laws
- Understanding financial systems
- Performance Management System understanding
- Statistical skills
- Human resources management knowledge
- Financial Management knowledge
- Analytical skills
- Communication skills
- Interpersonal skills
- Risk Management skills
- Reporting writing skills
- Management skills
- Public relations skills
- Planning skills
- People management skills
- Employment Equity
- Skills Development Planning skills.

## **KEY PERFORMANCE AREAS**

### **Strategic Planning**

- Assist the Senior Manager in developing the strategic and performance objectives of the Provincial Chamber
- Assist the Senior Manager with in-year monitoring of the strategic and performance objectives of the Provincial Chamber
- Assist the Senior Manager with establishing strategic and supportive objectives of the Secretariat in order to realise the vision and achieve the goals as set out and envisaged by the Council
- Assist the Senior Manager with the review, strategy and achievement of objectives

### **Operational Planning**

- Manage correspondence and information of the Provincial Chamber
- Arrange meetings of the Provincial Chamber for specific committees/task teams
- Preparation of minutes/reports of the meetings of the Provincial Chamber, committees and/or task teams
- Provide regular reports to the Senior Manager: CBS
- Monitor compliance with the agreements, resolutions, and awards in the province
- Finalise the Operational Plan with STANCO, leading to the overall strategic planning nationally

### **Financial Management**

- Assist the Senior Manager in preparing the annual budget and mid-year review for CBS (National)
- Assist the Senior Manager in monitoring the department's budget variance reports
- Assist the Senior Manager in monitoring the Open Order report
- Manage petty cash
- Monitor contracts (lease and cleaners)
- Safeguard assets

### **Risk Management**

Support the organisation's risk management philosophy and vision, ensure compliance with its risk appetite and oversee management of risks in a manner consistent with their respective risk tolerances. This includes identifying potential risks that may hinder the Provincial Chamber from achieving its strategic and operational objectives, analysing the risks, evaluating the risks, treating the risks; monitoring and reviewing the risks.

## **Human Resources Management**

- Managing the performance of subordinates and assessing their performance in accordance with corporate governance principles
- Supervising CBS staff nationally on a need to basis
- Conducting all HR related work (discipline, grievance handling, disputes resolution; performance assessment, coaching, mentoring, time and attendance and training and development
- Aiding staff in identifying and solving problems
- Monitoring compliance with HR applicable laws, regulations and procedures

The successful candidate will be required to enter into a Performance Contract with the Senior Manager: Corporate Services on an annual basis.

**Interested candidates must forward certified copies of their qualifications with a detailed Curriculum Vitae, marked “Confidential” for the attention of the HR Department via post to Private Bag X126, Centurion 0046 or hand delivery at 261 West Avenue, ELRC Building, Centurion, or via e-mail at [recruitment.cbs@elrc.co.za](mailto:recruitment.cbs@elrc.co.za). Please note that the maximum e-mail size should not exceed 5MB.**

**Enquiries can be directed to Mr Nkanyiso Mhlungu on (012) 663-7446.**

**The closing date for receipt of applications is 22 October 2021 at 16h00.**

The ELRC is an employer committed to employment equity and as such, women and people with disabilities are encouraged to apply.

The Council reserves the right not to make an appointment. If you have not heard from the ELRC within 30 days of the closing date, please accept that your application has been unsuccessful.