

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

Northern Cape (Ref. ELRC/CBS/NC)

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 the management level.

COMPETENCIES, KNOWLEDGE AND SKILLS

- Sound dispute resolution knowledge
- Knowledge and understanding of 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 in In-year monitoring of the strategic and performance objectives of the Provincial Chamber.

Assisting 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.

Assisting the Senior Manager to review and the strategy and achievement of objectives.

Operational Planning

Manage correspondence and information of the Provincial Chamber

Arrange meetings of the Provincial Chamber, 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 to the agreements, resolution and awards in the province

Finalising 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 & development.

Providing assistance to 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. 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 06 May 2022 at 16:00

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.