



# NORTHERN CAPE OFFICE OF THE PREMIER

**POST:** Manager: Risk Management  
**SALARY:** R733 257.00– R863 748.00 per annum  
**LEVEL:** 11  
**REF NO:** MAN/RM/2020  
**CENTRE:** Kimberley

**Requirements:** A degree or National Diploma in Auditing or Financial Management with Risk Management or Internal Auditing as a major subject. Membership of the Institute of Public Finance and Auditing recognised professional body will serve as an added advantage. Minimum of 3-5 years on a junior management level in the Risk Management field.

**Competencies:** The ability to manage conflict situations effectively; Good leadership and managerial skills; organisational skills; financial management; formal presentation skills, good communication skills and report writing; Policy development skills and computer literacy.

**Knowledge and Experience:** The successful candidate will be responsible for the following:  
Develop the institutions risk profile; Develop, maintain, communicate and monitor the implementation of the institutions risk management framework, incorporating, inter alia, the following; Risk Management Policy, Risk Management Strategy, Risk Management Implementation Plan, Risk Identification and Assessment Methodology; Risk appetite and tolerance; and Risk Classification; Facilitate risk identification and assessments, and development of response strategies, and monitor the implementation of the response strategies; Manage education, training and awareness campaigns on risk management to promote a risk management culture and capacity on risk management in the Department; Collate, aggregate, interpret and analyse the result of risk assessments to extract risk intelligence; Report risk intelligence to the Accounting Officer, Management and the Risk Assessment Committee; Collaborate with the shared Internal Audit Services, management and the Auditor-General to develop the combined assurance plan of the Office of the Premier.

Enquiries: Ms. Z. Langeveldt – (053) 838 2950

**POST:** Assistant Manager: Labour Relations  
**SALARY:** R376 596.00– R443 601.00 per annum  
**LEVEL:** 9  
**REF NO:** AM/LR/2020  
**CENTRE:** Kimberley

**Requirements:** Applicants must be in possession of a Diploma or Degree in Labour Law or Labour Relations or Human Resources Management coupled with 3-5 years' experience in Labour Relations. Thorough knowledge of the Public Service Act, Labour Relations Act, Basic Conditions of Employment Act.

**Competencies:** The following key competencies will serve as a strong recommendation:  
Thorough Knowledge of Labour Law/Labour Relations relating to the Public Service; Knowledge of the PERSAL System; Ability to communicate ideas and issues in a tactful, influential manner, verbally, in writing, formally and informally; Knowledge and ability to interpret directives and guidelines on labour relations; Research Skills; Negotiation Skills; Problem-solving skills; Computer skills; Analytical and influencing skills; Organising and management/supervisory skills

**Duties:** The successful candidate will facilitate and co-ordinate formal and informal disciplinary procedures, conducting investigations into misconduct and facilitate the resolution of grievances and disputes in line with the resolutions applicable in the public service; Manage and ensure collective bargaining forums/structures are in place; Preside over disciplinary cases; Conduct training and information sharing on Labour Relations matters; Assist and support development and drafting of Labour Relations Policies; Maintain a database of all cases in the Office of the Premier; Support Provincial Departments on matters pertaining to employment relations; Manage strikes and industrial action. Supervise staff members.

Enquiries: Ms. T. Swartz – (053) 838 2455

**NOTE:** The NC Provincial Government is an equal opportunity, affirmative action employer, and women and persons with Disabilities are encouraged to apply. During appointment the Office of the Premier will consider its Employment Equity Plan. Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, failure to comply with these instructions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). **No faxed applications will be accepted.** All applications should please note that correspondence will be limited to successful candidates only, if you have not been contacted within six (6) weeks after the closing date of this advertisements, please accept that your application was unsuccessful. Please forward the applications for the post quoting the relevant reference number to:

**POST TO:**                      **Executive Manager  
Human Resources Management  
Private Bag X5016  
Kimberley  
8300**

**Or hand deliver:**            **JW Sauer Building  
Office of the Premier  
Ground Floor (Security)**

**For Attention:**                **Ms. R. Booyesen**

**CLOSING DATE:**              **27 November 2020**