



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**NORTHERN CAPE
URBAN TVET
COLLEGE**

THE NORTHERN CAPE URBAN TVET AWAITS APPLICATIONS FROM SUITABLY QUALIFIED PERSONS FOR THE FOLLOWING PERMANENT POST.

POST: HUMAN RESOURCE OFFICER (GENERALIST)

LEVEL: 7

SALARY: R257 508.00 pa

REFERENCE NO: NCUTVET/DHET 2021/03

MINIMUM REQUIREMENTS:

- Appropriate National Diploma (NQF 6) in Human Resource Management, Public Management, Labour Relations, or equivalent qualification
- 2-3 years in Human Resource Management / Labour Relations environment or related field • Understanding and utilisation of the PERSAL system.
- Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, LRA, PSR etc.)
- Extensive knowledge and understand of human resource prescripts and practice
- Knowledge of Labour Relations Act and understanding of bargaining process and dispute resolutions
- Knowledge of Health and Wellness policies, processes and systems

KEY PERFORMANCE AREA (DUTIES):

- Render conditions of services and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.)
- Implement termination of services.
- Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods etc
- Implement Labour Relations services
- Implement Human Resource Development services (WSP, Training, Bursaries, Internship and Learnership programmes).
- Coordinate the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for College staff
- Facilitate the development of job descriptions
- Provide assistance on the development, review and implementation of Employment Equity Plan for the College
- Facilitate the development and implementation of Employment Equity Plan and HR Plan
- Supervisor human resources / staff

RECOMMENDATIONS:

- Human Resource Administration and Development
- Investigations and negotiations
- Administrative
- Planning and organizing
- Financial management
- Report writing
- Communication and interpersonal
- Problem solving
- Computer literacy

- Analytical
- Client oriented
- Project management
- Team leadership
- People management
- Presentation skills

APPLICATIONS: Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley

CLOSING DATE: **14 September 2021**, applications received after the closing date, faxed or emailed applications will not be considered.

NOTE: To be included in the application, applications must be submitted on form **Z83 obtainable from any public service department** or on the internet at www.gov.za/documents, which must be completed in full, originally signed and dated by the applicant. Applications must be accompanied by a covering letter, a comprehensive, recent Curriculum Vitae(CV) and originally certified copies of Identity Document, qualifications (**transcript of results**), Driver's license (where applicable) and all other attachments thereof. All documents certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applied for. For foreign applicants a certified copy of work permit must be included. **The College has the right to withdraw and /or amend adverts for post(s) and retains the right not to fill the post (s) as determined by the delegated authority.**

The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with shortlisted applicants.

IF NO RESPONSE IS RECEIVED WITHIN 3 MONTHS AFTER THE CLOSING DATE, PLEASE REGARD YOUR APPLICATION AS UNSUCCESSFUL.

ENQUIRIES: Ms E Mokokong
TEL NO: 053 839 2099/74

