



This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

**APPLICATIONS:** Applications quoting the relevant reference should be forwarded as follows: The Head of the Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand delivered to MetLife Towers, (Post Office Building), 13<sup>th</sup> Floor (Registry Office), Kimberley.

**FOR ATTENTION: Ms. M. Musa**

**CLOSING DATE: 14 June 2023**

**NOTE:** Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if CV attached and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. The Department reserves the right not to make any appointment(s) to the above post. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

**POST: DEPUTY DIRECTOR: LEGAL SERVICES AND LABOUR RELATIONS.**

**(Re-advertisement, applicants who previously applied must re-apply).**

**REF NO: NCDEDAT/2023/14**

**SALARY: R811 560.00 – R 952 824.00 per annum (inclusive salary package).**

The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

**CENTRE: Kimberley Office.**

**REQUIREMENTS:** LLB/Honours in Labour Law. 3-5 Years relevant experience at Assistant Director Level. Proven Experience in Legal Administration and Labour Relations. Valid driver's licence.

**DUTIES:** Manage and monitor the labour relations functions in the department. Manage and monitor the legal services function. Management and supervision of the sub-directorate. Prepare legal advice and opinions. Draft SLA's. Liaise with the office of the State Attorney. Manage the relationship with organized labour within the department and other external stakeholders.

**Skills & Knowledge:** Ability to communicate ideas and issues in a tactful, influential manner, verbally and in writing, both formally and informally. Problem solving, Computer Literacy, analytical, organizing and planning, report writing, decision making, negotiation, facilitation and conflict management skills. Knowledge: Policy analysis and development, Monitoring systems and procedures, relevant legislations and related policies, Labour Relations and Law.

**ENQUIRIES: Mr T. Ngamole (053) 839 4013**