

Department of Education

Key performance areas, inter alia, include: • Inspection framework formulation • Financial control and system assessment • Financial intervention administration and monitoring • Financial reporting.

Enquiries: Mr Z Shai, tel. (018) 388-1961.

Conduct Management Practitioner (SL8)

Directorate: Employee and Labour Relations Services

Division: Conduct Management Services

Basic salary: R174 117 per annum (Ref. K78374/15)

Mmabatho

Minimum qualification and experience: • Appropriate three-year tertiary qualification in Labour Relations/Labour Law or equivalent with two to five years' experience in the field of labour relations • Valid driver's licence.

Knowledge: • Intimate knowledge of legislative and regulatory environment informing labour relations including, but not limited to, disciplinary procedures applicable to employees employed in terms of the Public Service Act, 1994; Conditions of Service Dispensation of Senior Management Services.

Competencies and skills: • Proven report-writing and presentation • Proven mediation and negotiation • Proven interpersonal and good verbal and written communication in English (communication) • Client services focus • Co-operation • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Conduct management • Trend analyses.

Enquiries: Mr PM Meje, tel. (018) 388-4107.

Labour Relations Practitioner (SL8)

Directorate: Employee and Labour Relations Services

Division: Dispute Resolution Services (Non-CS Educators)

Basic salary: R174 117 per annum (Ref. K78374/16)

Mmabatho

Minimum qualification and experience: • Appropriate three-year tertiary qualification in Labour Relations/Labour Law or equivalent with two to five years' experience in the field of labour relations • Valid driver's licence.

Knowledge: • Intimate knowledge of legislative and regulatory environment informing labour relations including, but not limited to, disciplinary grievance and dispute resolution procedures applicable to employees employed in terms of the Public Service Act, 1994; Conditions of Service Dispensation of Senior Management Services.

Competencies and skills: • Proven report-writing and presentation • Proven mediation and negotiation • Proven interpersonal and good verbal and written communication in English (communication) • Client services focus • Co-operation • Supervision • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Grievance management (Non-CS Educators) • Dispute resolution (Non-CS Educators) • Trend analyses.

Enquiries: Mr PM Meje, tel. (018) 388-4107.

Conduct Management Practitioner

Division: Employee and Labour Relations Services

District: Bojanala District Services

Basic salary: R174 117 per annum (SL8) (Ref. K78374/17)

Rustenburg

Minimum qualification and experience: • Appropriate three-year tertiary qualification in Labour Relations/Labour Law or equivalent with two to five years' experience in the field of labour relations • Valid driver's licence.

Knowledge: • Intimate knowledge of the legislative and regulatory environment informing labour relations including, but not limited to, disciplinary procedures applicable to employees employed in terms of the Public Service Act, 1994; Conditions of Service Dispensation of Senior Management Services.

Competencies and skills: • Proven report-writing and presentation • Proven mediation and negotiation • Proven interpersonal and good verbal and written communication in English (communication) • Client services focus • Co-operation • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Conduct management • Trend analyses.

Enquiries: Mr CT Pilane, tel. (014) 597-8600.

Conduct Management Practitioner (SL8)

Division: Employee and Labour Relations Services

District: Ngaka Modiri Molema District Services

Basic salary: R174 117 per annum (Ref. K78374/18)

Mafikeng

Minimum qualification and experience: • Appropriate three-year tertiary qualification in Labour Relations/Labour Law or equivalent with two to five years' experience in the field of labour relations • Valid driver's licence.

experience in the field of labour relations • Valid driver's licence.

Knowledge: • Intimate knowledge of legislative and regulatory environment informing labour relations including, but not limited to, disciplinary procedures applicable to employees employed in terms of the Public Service Act, 1994; Conditions of Service Dispensation of Senior Management Services.

Competencies and skills: • Proven report-writing and presentation • Proven mediation and negotiation • Proven interpersonal and good verbal and written communication in English (communication) • Client services focus • Co-operation • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Conduct management • Trend analyses.

Enquiries: Mr Z Shai, tel. (018) 388-1961.

Language Practitioner (2 Posts)

Directorate: Communication Services

Sub-directorate: Media Liaison, Language, Editing and Translation Services

Basic salary: R140 208 per annum (SL 7) (Ref. K78374/19)

Mmabatho

Minimum qualification and experience: • Appropriate three-year tertiary qualification in Journalism/Communication/Public Relations or equivalent with two to five years' experience in language practices, such as translating communicative, technical and literacy text from one language and culture to another • Valid driver's licence.

Knowledge: • Public sector and its regulatory framework • Proven practical knowledge of computer programmes used in the field of languages • Extensive language proficiency in Setswana, English and Afrikaans • Familiarity with the latest language policy development and legislative programmes.

Competencies and skills: • Ability to interact and liaise with a diverse audience range • Ability to relate different matters which have common themes • Exceptional communication, both verbal and written (communication and information management) • Client services focus • Co-operation • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Document editing • Document translation.

Enquiries: Ms L Quinn, tel. (018) 388-2108.

Internal Communications Practitioner

Directorate: Communication Services

Sub-directorate: Corporate Communication Services

Basic salary: R174 117 per annum (SL 8) (Ref. K78374/20)

Mmabatho

Minimum qualification and experience: • Appropriate three-year tertiary qualification in Journalism/Communication/Public Relations or equivalent with five to eight years' experience in the following communication spheres: Corporate branding; Event management; Internal communications • Valid driver's licence.

Knowledge: • Public sector and its regulatory framework • Department's initiatives, programmes and strategic objectives.

Competencies and skills: • Ability to interact and liaise with a diverse audience range • Proven experience to conduct verbal exchange of information requiring tact and diplomacy relating to various fields (communication and information management) • Client services focus • Co-operation • Sound understanding of website and intranet development and management • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Event management • Corporate identity implementation • Internal communication management.

Enquiries: Mr P Nlatleng, tel. (018) 388-2108.

The Department is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment promote representivity will receive preference. An indication in this regard will facilitate the processing of applications. Females and people with disability are encouraged to apply.

Applications must be submitted on a Z83 Form, obtainable from any Public Service department.

Applications with full particulars of training, qualifications, skills, competencies, knowledge and experience (on a separate sheet to CV, if necessary), quoting the relevant reference number, should be forwarded to: The Head of Department, Department of Education, Private Bag X2044, Mmabatho 2735, for attention: Ms Jennifer Setzin, Chief Directorate: HRM & D Building, Office Number 747, First Floor, tel. (018) 388-2165.

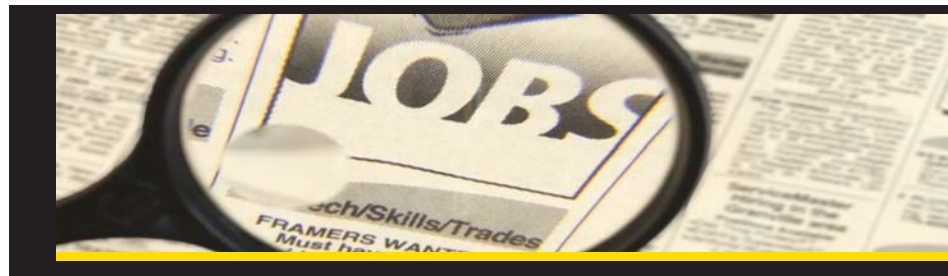
Applications received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiries person to check your application. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful.

Closing date:

5 August 2011



North West Province
SOUTH AFRICA



Building a world-class diamond group



Petra Diamonds

Petra Diamonds (Pty) Ltd is one of the world's leading suppliers of rough diamonds and one of the largest independent diamond groups by resource. It's polished diamonds we're after for these roles - individuals that clearly outshine their peers:

Helam Mine



HR System Administrator

Applications are invited from suitably qualified applicants who will be required to administer all administration and other related functions as the HR Clerk at the Mine within the Human Resources Department, based at Helam Mine, near Swartuggens in the North West Province.

Duties and responsibilities: • Perform daily administration and reception activities • Maintain the SACO/VIP system (data capturing/exporting/updating) • Be responsible for personnel administration on VIP • Assist with payroll-related duties • Assist the HR Officer.

Requirements: • HR diploma • At least 2 years' experience in an HR or HR-related field • Knowledge of MS Office • Excellent interpersonal skills • Experience on SACO and VIP • Payroll experience will be advantageous.

All candidates will be required to undergo a medical examination, as per the inherent requirements of the position. Pre-screening, profile testing, medical and security clearances form part of the selection process.

Petra Diamonds is an equal opportunity employer. Short-listed candidates will be required to attend a panel interview.

Please send your résumé and copies of qualifications and ID to Jutta Kgokong, Human Resources Department at e-mail: jutak@petradiamonds.com

Closing date: 28 July 2011

If you have not had a response from us within 30 days of the closing date, kindly accept that your application has been unsuccessful.

www.petradiamonds.com

www.humanjobs.co.za

Human Communications 7856

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