

VACANCY



The National Economic Development and Labour Council (Nedlac) is the vehicle by which Government, labour, business, and community organisations seek to cooperate, through problem-solving and negotiation, on economic, labour and development issues and related challenges facing the country. For more information about NEDLAC, please visit our website: www.nedlac.co.za.

NEDLAC has the following **Permanent** position:

Senior Manager Labour and Development

Reporting Line: Executive Manager - Programmes

Location: Gauteng

Closing Date: 04 December 2022

Main Purpose:

Overall management and oversight of an identified set of thematic programmes and projects.

Key Responsibility Areas:

1. Strategic Support

- Charing and facilitation of meetings.
- Oversee the finalisation of terms of reference and processes for projects
- Oversee the finalisation of work plans or programmes for project
- Keep abreast and research of current events affecting the work of the Unit and socio-economic conditions and the impact these may have on Unit matters and agendas

2. Stakeholder Management

- Implement the Stakeholder management plan/strategy.
- Develop a stakeholder matrix.

3. Project Management

- Implement strategy and objectives for Project Implementation.
- Manage that all projects are completed on time and within budget and that best practice development principles are applied to all programmes.
- Deliver projects effectively (time, cost, quality, control & fit for purpose)
- Implement project management guidelines and principles.
- Provide input into the development and defining of project management methodologies, tools and templates.
- Create project scopes, goals and deliverables that support Nedlac goals.
- Ensure the finalisation of project Agreements and processes within agreed timeframes
- Identify and highlight issues for escalation where progress is not happening.
- Formulate remedial measures or initiate dispute resolution – finding creative solutions to problem-solving.
- Analysing and understanding of issues that arise from projects.
- Formulating budget proposals for the unit.
- Managing and monitor budget expenditure
- Conceptualise and develop documents for submission to the Executive Manager
- Editing and proof reading of documents for quality assurance

4. People Management

- Managing staff in line with their terms and conditions of employment.
- Manage the performance of subordinates in accordance with the policies and procedures of NEDLAC.

- Conduct quarterly performance management reviews and annual performance Management appraisals
- Implement and participate in progress evaluation and suggest measures to increase performances and results.
- Manage the development of Personal Development Plans for subordinates and ensure implementation
- Coach and capacitate staff in line with their area of work.

5. Risk Identification

- Apply project feasibility processes.
- Identify and report on the risks associated with projects and establish risk escalation mechanisms and mitigation strategies.
- Engage with key stakeholders.

6. Programme Reporting

- Compile progress reports for submission to the Executive Manager: Programmes.
- Reporting in line with terms of reference and project plans

Qualifications & Experience Required

- Honours 'degree or equivalent postgraduate qualifications in Project Management/ Systems management/ Law/ Social science/ Economics/Public policy/ Public administration/Governance or equivalent NQF 8
- At least 5+ experience in similar environment involving public policy, Policy formulation, Legislation, Monitoring & Evaluation
- Knowledge of:
 - Labour market, transformation, labour relations
 - Social and development policy
 - Transformation issues
 - Legislative and policy development
- Computer skills (MS Office), Project Management, Planning and organizing, negotiation, mediation, facilitation skills

Should you wish to Apply for the above position please follow the instruction on the following URL link:

<https://affirmativeportfolios.co.za/NEDLAC/> You will be directed to a web page where you can submit your application

Remuneration Scale: R1 116 127.04 per annum (all-inclusive package)

Kindly note that should you not receive a response within 21 days please consider your application unsuccessful.

Conditions of service:

NEDLAC is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore, people from designated groups, including those with disabilities, are encouraged to apply