



The Public Service Coordinating Bargaining Council (PSCBC), established in terms of Section 35 of the Labour Relations Act 66 of 1995, is responsible for the following: The maintenance and promotion of labour peace. Prevention and resolution of labour disputes and. The promotion of collective bargaining in the Public Service. The Council hereby invites suitable persons to apply for the following posts, based in Centurion, Pretoria.

INTERNAL/EXTERNAL ADVERT

OFFICER: MONITORING, EVALUATION AND RESEARCH (OMER)

BASIC SALARY: R 404,548.00 PER ANNUM (LEVEL 08) PLUS PROVIDENT FUND BENEFIT, MEDICAL AID AND HOUSING ALLOWANCE, AND A 13 CHEQUE

THE SUCCESSFUL CANDIDATE WILL BE REQUIRED TO SIGN A PERFORMANCE AGREEMENT WITH THE COUNCIL.

Requirements: A Diploma in Monitoring and Evaluation/ Data Science or an equivalent qualification. A postgraduate degree or equivalent Monitoring and Evaluation or Data Science will be an added advantage. A minimum of 1 years' experience in monitoring, evaluation and research, experience in database and systems management will be an added advantage. A strong understanding of the Microsoft office suite and a valid driver's licenses.

Knowledge and Skills and attributes: Extensive knowledge of M&E activities, methodologies, outputs and data management. Knowledge of statistical analysis software, research methodologies and skills in quantitative and qualitative data collection and analysis. Report writing and presentation skills and knowledge of the labour relations statutes.

Key Performance Areas: The successful candidate will be responsible for data collection from the different organisational units as outlined in the M&E plan, clean, sort, organise and categorise data. Work with developed monitoring data platforms, databases, and other tools to analyse quantitative and qualitative data. Summarise findings for inputs in Monitoring & Evaluation reports, submission to the Senior Officer for quality control and compilation. Troubleshoot the database environment. Continuously assess the M&E systems and tools for upgrades or improvements and submit recommendations. Develop research proposals in accordance with the Research plan, including detailed research budgets. Develop research plans for both qualitative and quantitative research, for approval by the Senior Officer. Design questionnaires and discussion guides, select stakeholders and make appointments for interviews. Collect data through designed methodologies and toolkits. Conduct desktop research, compile research reports for submission to the Senior Officer and Senior Manager. Work collaboratively with Administrators to ensure efficient data handling and document management throughout M&E and Research processes.

**PERSONAL ASSISTANT TO THE GENERAL SECRETARY (PAOGS)
BASIC SALARY: R 332,516.00 PER ANNUM (LEVEL 07) PLUS PROVIDENT FUND BENEFIT,
MEDICAL AID AND HOUSING ALLOWANCE, AND A 13 CHEQUE**

**THE SUCCESSFUL CANDIDATE WILL BE REQUIRED TO SIGN A PERFORMANCE AGREEMENT
WITH THE COUNCIL.**

Requirements: A Certificate in Office Administration/ Secretarial services or an equivalent qualification. A Diploma administration/ Secretarial services/ Public Relations will be an added advantage. A minimum of 1 years' experience in an administrative/ secretarial role. A strong understanding of the Microsoft office suite and a valid driver's license.

Key Performance Areas: The successful candidate will be responsible for Managing the General Secretary's calendar, organising meetings and appointments. Dealing with incoming correspondence and corresponding on behalf of the General Secretary as and when required. Preparing meeting documents for the GS, booking and arranging travel, including visas, car hire, and accommodation as required. Assisting in organising special events and conferences through the provision of ad hoc tasks as required. Typing, compiling, and preparing reports, presentations and minutes as required. Facilitating logistical arrangements for meetings, ensuring the provision of agendas, briefing papers, reports and other required documents, equipment etc. Taking notes, dictation, and circulation of minutes thereof. And providing administrative support to the Legal Specialist and Executive Office Manager as and when required.

The above position is based in Centurion, enquiries about the abovementioned positions must be directed to: **Mr. Xolani Magagula, tel. no.: (012) 644 8100 / 8171.**

Interested candidates must forward a written covering letter indicating the post they are applying for and a comprehensive curriculum vitae **together with certified supporting documents not older than 3 months**, for attention: **Senior Officer: Human Resources**, humanresources@pscbc.org.za or Hand delivered to PSCBC Offices Building D at 260 Basden Avenue, Lyttelton, Centurion

Closing date for applications is 07 June 2024

Note: Appointment will be made at the sole discretion of the PSCBC and is subject to a positive verification of credentials, reference and background checks. The submission of an application gives Council the right to make the necessary enquiries to obtain information regarding the applicant's background. Correspondence will be limited to short-listed candidates, applicants who have not been contacted within 30 days of the closing date must accept their applications as unsuccessful.