

FINANCIAL AND FISCAL COMMISSION (FFC)



The Financial and Fiscal Commission (FFC) is a permanent constitutional institution. It is mandated by the Constitution of the Republic of South Africa, 1996 to act as a consultative body, make recommendations and give advice to Parliament, provincial legislatures, organised local government and other organs of State on the equitable division of revenue among the three spheres of government and on any other financial and fiscal matters in terms of the Constitution and as provided for in national legislation.

FOUR (4) SENIOR RESEARCHERS/ RESEARCH SPECIALISTS

Division: Research and Recommendations Programme

• Midrand/Cape Town Office

Salary Range: R898 743,00 - R1 058 691,00 (Total CTC) (negotiable)

The Financial and Fiscal Commission (FFC) has a vacancy for four (4) Senior Researchers/Research Specialists with excellent analytical and writing skills to work and contribute to its main tasks and product lines related to its mandate.

Selection criteria: The successful candidates for these positions should have demonstrated superior technical skills, a capacity to operate successfully across sectors and with other partners, and first-rate interpersonal skills. **Other selection criteria include:** • A PhD in a quantitative social-science field such as economics, agricultural economics, transportation, health economics, operations research, or statistics with at least 5 years' professional experience or a Master's degree in one of these fields with at least 10 years' professional experience • Quantitative research experience • Strong technical skills on macro-micro-fiscal and growth issues and a proven track record in delivering high quality and technically sophisticated analytical work • Strong operational and policy dialogue skills, as evidenced by a proven track record in delivering high quality Development Policy Operations • Exceptional communication skills, including the ability to speak persuasively and to present ideas clearly and concisely with senior authorities • Familiarity with econometric, quantitative modelling, statistical and survey software packages including Stata, SAS, Limdep, R, Microfit, GAMS and/or Sawtooth software.

Competencies: • General Economic Knowledge and Analytical Skills - Possesses Fiscal Analysis knowledge in economic speciality and demonstrates ability to link the macro, institutional, and micro-level behaviours; able to support findings/policy recommendations with credible analysis and tools • Knowledge and experience in Development Arena - Translates technical and cross-country knowledge into practical applications and contributions to country and sector strategies; interacts with clients at the policy level • Research Temperament/Intellectual Curiosity - has demonstrated an aptitude for research through academic studies and, ideally, publications in peer-reviewed journals • Policy Dialogue Skills - Anticipates needs and requests in the field and conducts independent policy discussions with representatives of the government and non-government partners • Integrative Skills - Understands relevant cross sectoral areas how they are interrelated; able to undertake cross-sectoral work in lending and non-lending operations • Policy Analysis Skills and Experience - Able to translate technical analyses of macroeconomic, microeconomic, sectoral, debt, trade, fiscal policy, and growth linkages into policy recommendations and lessons • Written and Verbal Communication - Demonstrates the ability to influence and persuade others to accept ideas and suggestions • Collaborate Within Teams and Across Boundaries - Initiates collaboration across boundaries and broadly across FFC and its stakeholders, and brings differing ideas into the forefront • Create, Apply and Share Knowledge - Creates, applies and shares knowledge from across and outside to strengthen internal and/or external stakeholder solutions • Make Smart Decisions - Recommends and takes decisive action.

LABOUR RELATIONS SPECIALIST

(THREE-YEAR CONTRACT, RENEWABLE BASED ON PERFORMANCE)

Division: Corporate Services • Midrand Office

Salary Range: R898 743,00 - R1 058 691,00 (Total CTC)

The Corporate Services Division requires the service of a Labour Relations Specialist on a THREE-YEAR CONTRACT, RENEWABLE BASED ON PERFORMANCE.

Job purpose: The incumbent will be responsible to design, develop and implement proactive labour relationship policies, structures and procedures in order to mitigate risk from the employee/employer relationship. Continuously strive to build relationships in the work environment.

The purpose of this position is to promote harmonious relationships in the workplace by designing, developing and implementing proactive labour relationship policies, structures and procedures in order to mitigate any potential risk originating from the employer/employee relationship.

Minimum requirements: Academic Qualifications: A recognised postgraduate Human Resources Degree/Law degree with credit in Industrial Relations (IR) / Labour Law-NQF 7/8.

Experience: • 10 years' experience as an Industrial Relations Manager/Specialist with generalist HR experience • Experience in a public sector environment will be an added advantage • Experience and knowledge of CCMA processes • Experience in Human Capital Management • Computer literate.

Critical Performance Areas: • Take responsibility to ensure that proactive labour relations policies, structures and procedures are in place and that they are properly communicated to employees, consistently applied and they promote co-operation and respect amongst all levels of staff to achieve stable and healthy relationships • Ensuring the enforcement and adherence of Policies, Procedures and Directives by advising and monitoring management and staff • Communicate, maintain and update Human Resources Policies and Procedures • Workplace Relationship Management • Responsible for the development, implementation and promotion of staff relationship programs • Monitor, review and suggest amendments to employee agreements as required • Implement and maintain a comprehensive Industrial Relations administration system • Ensure accuracy and currency of all IR-related information • Monitor internal labour relations trends and submit relevant reports • Identify and/or evaluate causes of conflict and propose appropriate corrective action • Represent the FFC at CCMA in Conciliations and Arbitrations • Manage and deliver IR-related training • Provide support to management and staff in managing performance and assist in the analysis of plans to resolve any identified performance problems • Monitor developments within the labour relations field and advise on best labour relations practices.

HUMAN RESOURCES SPECIALIST

Division: Corporate Services • Midrand Office

Salary Range: R1 068 564,00 - R1 277 610,00 (Total CTC)

The Corporate Services Division requires the service of a permanent Human Resources Specialist.

Job purpose: The incumbent will be responsible for providing specialist professional technical support and manage the human resources function.

Minimum requirements: Academic Qualifications: Postgraduate Diploma or degree in Human Resources Management or equivalent qualification.

Experience: • 15 years' experience in the Human Resource field preferable in the public sector • Knowledge of human resource IT systems, processes and policies • Analytical skills and ability to think and operate strategically • Effective written and verbal communication skills • Ability to maintain high level of confidentiality • Ability to operate a personal computer, proficient in the use of the MS Office suite of products • Good background knowledge of government policy and legal compliance issues in the Public Sector • High tolerance to stress (Perseverance | Tenacity) • Extensive knowledge of VIP Payroll • Critical Performance Areas • Development and implementation of the Commission's Strategic Human Resources Strategy and Plan • Development and implementation of the Commission's Human Resources Policies • Implement systems and processes to ensure that HR meets its strategic objectives, in line with those of the FFC • Development and implementation of the Commission's Remuneration, Compensation, Employee Development (Capacity Building), Performance Management, Reward | Recognition, Recruitment and Retention and Job Evaluation Systems and Processes • Development, implementation and maintenance of an employee wellness program • Implementation and processing of FFC Disciplinary and Grievance Procedures • Attend to recruitment and placement • Leave Management Systems and administration • Manage the maintenance and ensure compliance with relevant requirements of individual employee and organisation-wide Human Resource records.

HUMAN RESOURCES ADMINISTRATOR

Division: Corporate Services • Midrand Office

Salary Range: R521 029,76 - R611 174,36 (Total CTC)

The Corporate Services Division requires the service of a permanent Human Resources Administrator.

Job purpose: The incumbent will be responsible to provide human resources administration to the Human Resources Unit to enable the Commission to operate effectively and efficiently. The primary responsibility of the HR Administrator is to assist with the day to day operations of the HR Functions and duties.

Minimum requirements: Academic Qualifications: Degree or Diploma in Human Resources Management. A postgraduate qualification will be an advantage.

Experience: • 5 years' prior experience in human resources administration • Experience in the Public Sector or related environment • Computer literacy • Knowledge of human Resources systems and processes • High level of attention to detail and accuracy in work • High level of confidentiality.

Critical Performance Areas: • Provide effective and efficient human resources administrative support to the Human Resources Unit • Attend to administration regarding recruitment and selection • Assist in payroll preparation by providing relevant data • Prepare induction packs for new recruits • Administer employee benefit programmes • Maintaining employee personnel records and information • Monitor access control of employees • Process documentation and prepare reports relating to personnel activities • Co-ordinate HR projects and take minutes • Ensure that staff Personnel files are captured electronically • Attend to Leave Management Systems and administration • Manage, maintain and ensure compliance with relevant requirements of individual employee and organisation-wide Human Resource records.

If you wish to apply please refer to the FFC website (www.ffc.co.za) for a detailed job specification and application form. Completed forms must be e-mailed to the Commission Secretary Ms Ansyuh Maharaj Dowra on ansuyah@ffc.co.za

Applications must be supported by curriculum vitae, certified copies of qualifications, academic transcripts, certificates of service and a certified copy of your identity document. It is the Applicant's responsibility to have foreign qualifications evaluated by the South African qualifications Authority (SAQA). The FFC is an equal opportunity employer and is committed to the promotion of a representative workforce in terms of the relevant legislation.

Closing date for applications: 15 September 2017.

Women and people with disabilities are encouraged to apply.

