

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

*It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.*

- APPLICATIONS** : Applications must be posted to Pinpoint one, P O Box 687, SAXONWOLD, 2132 or delivered to pinpoint one, First floor, Unit 2, Albury Park, Cnr Jan Smuts and Magalieszicht Avenues, Hyde Park, Johannesburg or submitted via e-mail response6@pinpointone.co.za. To verify that your application has been received, please contact Happy Mandlasi at (011) 325-5101. Please note that this number is NOT for general enquiries.
- CLOSING DATE** : Monday, 22 June 2009
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Note: To verify that your application has been received, please contact Happy Mandlasi at tel. (011) 325 5101. Please note that this contact number is not for general enquiries.

## OTHER POST

- POST 23/84** : **ASSISTANT DIRECTOR: LABOUR AND EMPLOYEE RELATIONS**
- SALARY** : R217 482 per annum. An annual progression up to a maximum salary of R252 483 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : •Appropriate degree/ National Diploma and/or Labour Law as subjects. •Relevant and proven experience in Labour and Employee Relations environment. •Extensive knowledge of Labour Legislations, Public Service Act, Public Service Regulations and Bargaining Councils Resolutions. •Sound organizational and interpersonal skills. •Ability to exercise discretion and maintain confidentiality. •Practical computer competency in MS Word, Excel and PowerPoint. •Knowledge of PERSAL.
- DUTIES** : Promote sound employment relations and prevent conflict through the coordination and monitoring of discipline, grievance and dispute. Research, develop and monitor the implementation of Labour Relations policy framework and procedures. •Build capacity through coordination and provisioning of Labour Relation training to both managers and employees. •Coordinate and provide Secretarial service to the departmental bargaining chamber and other collective bargaining structures. •Facilitate the resolution of employee complaints and grievances. •Represent the department in conciliation and arbitration hearings as well as in disciplinary matters. •Assist in the coordination of Batho Pele in the Department.
- ENQUIRIES** : Mr Nathi Dlamini (012) 336-1888