

NATIONAL DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 of hand deliver at the Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034. Employees are reminded to quote the relevant reference numbers/post number when applying for these posts.
- CLOSING DATE** : 12 June 2017
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

- POST 20/46** : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS**
(Branch: Administration (COO))
(Chief Directorate: Human Resource Management and Development)
(Directorate: Human Resource Management and Administration)
- SALARY CENTRE REQUIREMENTS** : R334 545 per annum
: Pretoria
: Applicants must have an appropriate three years Bachelor degree/National diploma in Law/Labour Relations. Three years' experience in Labour relations field in dealing with misconduct cases, grievances, strike management and dispute matters. An in depth understanding of Public Service bargaining Structure and dynamic of Public Service. Note: The following will serve as strong recommendation: Good interpersonal and communication (written and verbal) skills. Labour Relations Act. Basic Condition of Employment Act. Public Service Act. Public Service Regulation. Public Service Coordinated Bargaining Council. General Sector Bargaining Council
- DUTIES** : Manage grievances in terms of the grievance rules. Investigate all grievances report. Ensure that the Departmental Bargaining Council (DBC) is functional and operate in line with the General Public Service Sector Bargaining Council (GPSSBC) Governance. Liaise with Organised Labour in Department. Manage strike. Attend to all disputes pertaining to grievances. Ensure investigation of all misconduct cases. Ensure that all relevant charges are preferred. Develop and maintain data for all misconduct cases and dispute. Train staff in disciplinary code and procedure. Conduct exit interviews and develop a data thereof. Provide guidance, assistance and support. Manage leave and work performance of staff. Conduct interview for the appointments of staff.
- ENQUIRIES** : ADV MA Ndiitwani, [Tel:\(012\) 309 3200](tel:0123093200)