

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF THE PREMIER**

Free State Department of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Posted to: Ms. Lerato Motsie, Department of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or Hand delivered to: Lerato Motsie, Room 8 Ground floor, OR Tambo House, Bloemfontein or e-mail lerato.motsie@fspremier.gov.za (Kindly note that applicants needs to verify @ 051 405 5276 whether application is received due to problems experienced with our e-mails)
- CLOSING DATE** : 24 November 2017 @ 16:00
- NOTE** : Directions to applicants: Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications; driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver's License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. Applications received after the closing date and those that do not comply with these requirements will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

OTHER POST

- POST 46/363** : **DEPUTY DIRECTOR: LABOUR RELATIONS, EMPLOYEE ASSISTANCE AND OCCUPATIONAL HEALTH AND SAFETY REF NO 3/2017**
- SALARY** : Level 12 – An all-inclusive salary package of R779 295 per annum. The remuneration package includes a basic salary, Employer's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, home owner's allowance, medical aid assistance and non-pensionable cash allowance
- CENTRE REQUIREMENTS** : Bloemfontein
: The candidate must be in possession of a degree in the Human Sciences field and relevant experience in Middle Management. Relevant experience in the co-ordination of a cross section of activities and people. Relevant experience in Labour Relations. Recommendations: Special knowledge of relevant legislation, policies, policy analysis and policy development. Special knowledge of Labour Relations and/or implementation of Employee Wellness Programmes.
- DUTIES** : Coordinate the development and oversee the implementation of transverse labour relations, employee assistance and occupational health and safety issues in the FSPG. This entails inter alia the following: Facilitate and co-ordinate the development of policies/strategies for FSPG on transverse labour relations, employee assistance and occupational health and safety issues; Review and maintain transverse labour relations, employee assistance and occupational health and safety policies/strategies in Free State Provincial Government; Monitor

and report on the implementation of labour relations, employee assistance and occupational health and safety issues in Free State Provincial Government; Provide specialist advice and training on transverse labour relations, employee assistance and occupational health and safety issues in the FSPG; Collate, disseminate, interpret and advise on transverse labour relations, employee assistance and occupational health and safety issues; Collate and develop transverse labour relations, employee assistance and occupational health and safety documents and provide recommendations through the Manager to the Premier and Director General on these issues for example number of labour relation cases in the Province, nature of cases, extend to which departments comply with the Occupational Health and Safety Act etc.; Facilitate and co-ordinate transverse labour relations, employee assistance and occupational health and safety projects in Free State Provincial Government; Render secretariat services to a number of transverse labour relations, employee assistance and occupational health and safety forums in the FSPG; Represent/serve the FSPG in various Labour Relation Structures nationally and provincially; Co-ordinate the intra- and interdepartmental flow of labour relation, employee assistance and occupational health and safety information; Render an Internal labour relations, employee assistance and occupational health and safety function for the Department of the Premier. This inter alia entails the following:; Render an effective and labour relations, employee assistance and occupational health and safety Service for the Department of the Premier including dealing with grievances etc; Develop/Customise labour relations, employee assistance and occupational health and safety policies and strategies for the Department of the Premier; Develop and implement an employee assistance programme for officials in the Department of the Premier. Management of the Labour Relations, Employee Assistance and Occupational Health and Safety Component This includes inter alia the following: Ensure that the resources of the component are utilized effectively and efficiently; Ensure that performance and development plans are in place for all personnel of the Component and managed on an ongoing basis

ENQUIRIES

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Ms. Nthabiseng Mosoeu-Kopa, Tel No: 051 405 4020.