

DEPARTMENT OF ENERGY

<u>APPLICATIONS</u>	:	The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)
<u>FOR ATTENTION</u>	:	Mr. D Mbhokota/ Mr. T Kekana
<u>CLOSING DATE</u>	:	01 June 2018
<u>NOTE</u>	:	Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. N.B email or fax applications will not be accepted.

OTHER POST

<u>POST 20/02</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS MANAGEMENT</u>
<u>SALARY</u>	:	R334 545 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Degree / National Diploma in Labour Relations with a minimum of 3 years administrative in employee relations environment PLUS the following key competencies: Knowledge of Departmental Policies, Codes, Practices and Programmes, Labour Relations Act, 1995 and other applicable legislation, Knowledge of PSCBC / GPSSBC Resolutions, Knowledge of applicable policies to the Labour Relations environment, Knowledge of Public Service Regulations, Knowledge of PFMA and Treasury Regulations, Knowledge of Resolution 1 of 2003 and Resolution 14 of 2002 Thinking Demand: Dispute Resolution, Investigation procedures, Conflict Resolution (between Managers/Supervisors and their subordinates), Information evaluation and decision making, Skills: Leadership skills, Negotiation and Bargaining skills, Active listening skills, Policy Development and ability to interpret and apply policies correctly, Facilitation skills, Presentation/training skills, Communication skills (verbal and written), Personal Attributes: Innovative thinker, Team orientation (receptive to ideas and suggestions), Ability to listen to any complaint and provide idealistic solutions thereto, Good communicator (ability to communicate with all employees at all levels), Computer Literate. Recommendation: The position requires frequent travelling around the country and working long hours.
<u>DUTIES</u>	:	Monitor and evaluate the implementation of and compliance with collective agreements as well as agreements reached with trade unions within the department, Ensure/draft information memos of the resolutions and decisions taken by collective bargaining forum to employees, Handle General Public Service Sectorial Bargaining Council (GPSSBC) and Commission for Conciliation, Mediation and Arbitration (CCMA) disputes for conciliation or arbitration purposes, Coordinate the arrangement of the Departmental Bargaining Chamber (DBC) as well as multilateral meetings and represent the Department in the DBC, Handle grievances and misconduct cases as well as incapacity investigations for poor work performances and ill-health in line with applicable PSCBC Resolutions, policies and procedures, Develop, implement and maintain policies (including workshops, capacity building programmes and training) on employment relations and collective bargaining matters and ensure compliance thereof, Facilitate conflict resolution meetings and

advise on employee relations and collective bargaining related matters, Provide managerial activities, monitor and ensure proper utilization and maintenance of equipment; evaluate and monitor performance appraisal of subordinates, ensure capacity building and training of subordinates, develop job descriptions for subordinates, implement workplace discipline, ensure effective management of subordinate's leaves, allocate work to subordinates; provide monthly and quarterly reports sufficient/aligned to the Business Plan/APP/Strat Plan, provide inputs to annual spending plans aligned to business plan for the coming year, perform a stakeholder analysis for the component and identifying their needs-incorporating them in the business planning process, develop/review internal work processes (SOP's) and provide inputs on the development/review of business plans with clear roles and responsibilities assigned with the resource requirements identified.

ENQUIRIES

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Mr E Ndou Tel No: (012) 406 7430