

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Union Building, Government Avenue, Arcadia
<u>FOR ATTENTION</u>	:	Ms M Malele
<u>CLOSING DATE</u>	:	01 June 2018
<u>NOTE</u>	:	Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POSTS

<u>POST 20/64</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES</u> Directorate: Corporate Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum (Level 09) Cape Town An appropriate National Diploma (NQF level 6) or equivalent qualification with a minimum of 3 years administrative experience. Ability to manage interpersonal conflict. Have proven track record in relationship building and teamwork skills. Have effective oral and written communication skills. Knowledgeable in various employment policies and practices related to government regulations. Able to maintain the highly confidential nature of human resources work. Have excellent organisational and planning skills flexible with ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify and resolve problems in a timely manner. Have well entrenched understanding & application of HR products and services across the HR value chain. Have project management knowledge and experience. Negotiation techniques, business acumen and consultation skills. Knowledge of government policies, prescripts & procedures. Have excellent computer skills in a Microsoft Windows environment (Ms Word, Excel and Powerpoint). Have skills in database management and record keeping.
<u>DUTIES</u>	:	Manage, co-ordinate, supervise, administer and monitor the Auxiliary Services, which includes Human Resource Support; SCM & Transport Services; Frontline/Front Desk Services; Telephone and Switchboard Services; Information Technology and Messenger Services. Write submissions, memorandum, letters and reports. Interfacing with customers directly and act as a single point of contact. Develop and manage professional relationships to win and retain internal customers. Provide responsive, advice, supporting managers within the directorate iro prescripts, policies and procedures related to the auxiliary functions. Provide counselling to employees, supervisors and managers. Resolving disputes, and communicating with all employees at all levels.
<u>ENQUIRIES</u>	:	Mr Katlego Futhane Tel No: (012) 300 5995
<u>POST 20/65</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS AND EMPLOYMENT EQUITY</u> Directorate: Human Resource Operations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum (Level 09) Pretoria A recognised Bachelor's degree in Human Resources Management or equivalent qualification on NQF level 7, preferably with Labour Relations/Law as a subject. Minimum of three years appropriate hands-on experience within the labour relations and employment equity field. Planning and organising, resilience & flexibility, honesty & integrity, oral and written communication, interpersonal skills, problem solving and analysis. Negotiation, report writing, investigation, facilitation, computer

DUTIES

literacy, conflict management and PERSAL skills, knowledge of the Public Service Statutory Framework.

: The successful will be responsible for providing advice to managers and employees on labour relations matters, assist in the management of grievances and disciplinary cases, investigating cases of alleged transgression of employees and make recommendations, represent The Presidency during disciplinary hearings, ensure awareness/development employees with regard to labour relations matters, represent The Presidency in relevant forums, liaise with employee organisations, assist in ensuring employment equity compliance, ensure keeping of appropriate records and statistics as required by law, ensure effective electronic and manual filing system. Assist with the facilitation of the DBC activities. Execute matters pertaining to statutory requirements e.g. providing information, openness and transparency. Make inputs to the development of policies and procedures related to labour relations management and implement such policies and procedures in dealing with labour relations 'cases.

ENQUIRIES

: Adv M Mamabolo, Tel No: (012) 308 1643