

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

The Department of Public Service and Administration is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will expedite the processing of applications. People with disabilities and women are encouraged to apply.

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Chief Director: Human Resource, Security and Facilities Management, Department of Public Service and Administration, Private Bag X916, Pretoria, 0001. Applications can also be hand-delivered to the Department of Public Service and Administration, 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 16 July 2018
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Government department or online at www.gov.za. ALL sections of the Z83 must be completed, signed and accompanied by certified copies of qualification(s), Identity Document (certified within the past 6 months); Proof of citizenship if not RSA citizen; a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification and criminal records. If an applicant wishes to withdraw an application, this must be done in writing. The Department reserves the right not to fill the above-mentioned post.

OTHER POST

- POST 26/76** : **DEPUTY DIRECTOR: LABOUR RELATIONS AND DISCIPLINE MANAGEMENT REF: DPSA18/007**
Purpose: To coordinate and provide support in the management of grievances and discipline in the public service.
- SALARY** : An all-inclusive remuneration package of R826 053 per annum (Level 12). Annual progression up to maximum salary of R973 047 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal need within a framework.
- CENTRE REQUIREMENTS** : Pretoria
An appropriate B Degree or equivalent qualification in Labour Relations (at NQF level 7). A legal qualification will be an added advantage, at least 5 years' appropriate experience in Labour Relations environment. Proven experience in managerial support and skills in decision-making, negotiation skills, written and verbal communication skills, conflict management, teamwork, financial management, good interpersonal relations, people management, analytical and strategic management skills. Experience in Labour Law, Labour Relations and Collective Bargaining. Knowledge of Public Service Act, Labour Relations Act, Basic Condition of Employment Act, Employment Equity Act, Directives and Circulars, Determinations issued in terms of the Public Service Act or any Resolutions of Council.
- DUTIES** : Building and enhancing labour relations capacity in the public service. Coordinate the management of discipline and grievances in the public service. Monitoring and reporting on labour relations policies and practices. Development of labour relations policies. Enhancing the resolution of

disciplinary disputes in the public service. Manage communication and correspondence with internal and external clients. Draft correspondence (letters, reports, memoranda and submissions). Identify and receive cases from Departments and Provinces. Provide advice and participate in the task team meetings for the public service. Monitor and evaluate compliance by Departments and Provinces with labour relations policies and compile reports. Study referrals, provide advice and opinions and conduct research.

ENQUIRIES

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Mr. Percy Tshabane, Tel No: 012 336 1491.

NOTE

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All short-listed candidates for the post will be subjected to a technical exercise that intend to test relevant technical elements of the job, the logistics of which will be communicated by the department. The successful candidate will be required to sign annual performance agreements, submit annual financial disclosures, undergo security clearance and abide by public service legislation and prescripts.