

ANNEXURE D

DEPARTMENT OF ENERGY

- APPLICATIONS** : 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)
- FOR ATTENTION** : Mr. D Mbhokota/ Mr. T Kekana
- CLOSING DATE** : 19 October 2018
- NOTE** : 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. NB email or fax applications will not be accepted.

OTHER POST

- POST 40/05** : **EMPLOYMENT RELATIONS PRACTITIONER**
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A Nation Diploma/ Degree in Labour Relations with 1 year experience in Labour Relations environment or field Plus the following key competencies: Knowledge of: Labour Relations Regulatory Framework Policies, Prescripts, Regulations, PSCBC Resolutions, Dispute Resolution Procedures, Management of grievances and Misconduct; Public Service Regulations Policies; Departmental Policies and Procedures. Thinking Demand: Information evaluation; Creativity; Use initiative; Decision Making; Tolerance of ambiguity. Skills: Negotiation & Bargaining skills; Facilitation skills; Communication skills; Analytical skills; Problem Solving skills; Computer literacy; Language skills; Organising, coordinating and planning skills; Basic research skills; Interpersonal skills; Presentation/Training skills; Report writing skills; Conflict resolution skills. Personal Attributes: Ability to work independently/under pressure; Ability to listen and provide idealistic solutions; Ability to communicate with all staff members; Accuracy; Be able to identify problem areas in the development of HRM policies; Innovative thinker; Assertive and be a good listener. Recommendation: A Valid Code 8 Driver's Licence is required.
- DUTIES** : Investigate and handle misconduct and grievance cases, Represent the Department in Conciliation and Arbitrations cases. Coordinate and provide secretariat support to the task team. Compile and maintain an accurate database and statistics for reported cases. Provide support and expert advice to managers regarding the management of discipline and

ENQUIRIES

resolution of grievances. Conduct workshops and presentations on labour relations related matters. Advise on the correct interpretation and implementation of the Departmental policies and PSCBC Resolutions in Labour Relations. Facilitate the DBC employer caucus.

Mr Edgar Lamola ☎012 406 7485