

## DEPARTMENT OF LABOUR

*It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.*

- APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office
- CLOSING DATE** : 05 November 2018 at 16:00
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document. [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification (including Senior Certificate), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Certified copy of a copy will not be accepted. Applicants, who do not comply with the above-mentioned requirements / instructions as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

## OTHER POST

- POST 42/29** : **CHIEF PERSONNEL OFFICER: EMPLOYMENT RELATIONS REF NO: HR4/18/10/24HO (X2 POSTS)**  
Directorate: Employment Relations
- SALARY** : R299 709 per annum
- CENTRE** : Head Office
- REQUIREMENTS** : Three (3) year qualification in Human Resources Management/ Employment Relations/ Labour Relations. Two (2) years functional experience in Employment Relations services. Knowledge: Public Service Commission's rules for dealing with complaints and grievance, Public Service Co-ordinating Bargaining Council's Resolutions, Research/ analysing, Public Service Regulations, Grievance and Disciplinary policy, Human Resources Management Policies, Dispute resolution, CCMA Policies and Procedures. Skills: Problem solving, Negotiating, Presenting, Good Communication skills (oral and written), Research, Analytical, Computer literacy, Interpretation of legislation/ policies.
- DUTIES** : Conduct and analyse all grievances and complaints received from employees in the Department. Draft charges and finalize all misconduct cases in the Department. Represent the Department in conciliation disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA).

**ENQUIRIES**

: Mr. TC Skosana Tel No: (012) 309 4720