Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria, www.dpme.gov.za

FOR ATTENTION: Ms J Mchunu

CLOSING DATE: 15 February 2019 @ 12:00 pm

NOTE: The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of qualification(s), Identity Document, valid driver’s license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information 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). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

OTHER POST

POST 04/49: DEPUTY DIRECTOR: LABOUR RELATIONS & EMPLOYEE WELLNESS AND HEALTH AND SPECIALISED SERVICES REF NO: 001/2019

Sub-Directorate: Labour Relations & Employee Health and Wellness

SALARY: R697 011 – R821 052 all-inclusive salary package per annum (Level 11) The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3-year tertiary qualification (NQF 6) in the area of Labour Relations, HRM, Public Administration, Law or equivalent with at least 6 years relevant experience of which 3 years should be at ASD/junior management level. An NQF
7 qualification or specialised training/courses will serve as an added advantage.

Competencies / Skills: Should have knowledge of LRA, PSA and PSR. Should have Working knowledge of PERSAL. Should have good Interpersonal relations and communication skills, be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

**DUTIES**

The successful candidate will be responsible to provide sound employee relations and effective employee, health and wellness & HR specialised services within the Department. This entails Initiating and providing direction in implementation and promotion of employment relations programme and innovation; Developing, monitoring and review EHW and Labour relations related policies; Manage the handling and finalisation of grievances and complaints timeously within the Department and manage finalisation of misconduct cases (formally and informal) within the department. Handle all dispute matters and represent the Department during dispute resolution; Facilitate the convening of Appeals Committee sittings; handle strike related matters and reports and develop monitoring tools and conduct analysis to determine the need of Workplace forum to maintain labour peace at workplace. Manage promotion and implementation of Employee, Health and Wellness programmes and interventions within the Department; Research and advice on EHWP quality standards, policy matters and best practice and also ensures that the quality standards and policy directives are implemented and promoted at all times; Manage the implementation of transformational and nationally commemorated events (such as World AIDS day, 16 days of activism, take a girl child to work); Facilitate and drive gender mainstreaming programmes in the department and manage resources of the section.

**ENQUIRIES**

Ms J Mchunu Tel No: (012) 312-0462.