ANNEXURE S

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

APPLICATIONS: quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0001. Applications could also be submitted online at www.ejob.gov.za and it should be accompanied by a comprehensive Curriculum Vitæ (CV) as well as certified copies of qualifications, Identity document and valid driver’s license (where driving/travelling is an inherent requirement of the job).

CLOSING DATE: 09 September 2019

NOTE: 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 form Z.83 accompanied by certified copies of qualification(s) and Identity Document or Proof of citizenship if not RSA citizen. Note: Failure to submit these copies will result in the application not being considered. A comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be conducted 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. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

MANAGEMENT ECHELON

POST 30/114: CHIEF DIRECTOR: LABOUR RELATIONS, NEGOTIATIONS AND DISCIPLINE MANAGEMENT REF NO: DPSA/19/019

SALARY: R1 251 183 per annum (Level 14) (All-inclusive package). Annual progression up to a maximum salary of R1 495 956 is possible, subject to satisfactory performance. The all-inclusive remunerative package consists of 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 a framework.

CENTRE: Pretoria

REQUIREMENTS: An appropriate B degree or equivalent qualification at NQF level 7 in Labour Law or Human Resource Management. A postgraduate qualification in Labour Relations/ Labour Law/ Human Resource Management/ Economics would be an added advantage. At least 5 years’ appropriate experience at Senior Management level is a prerequisite. Sound knowledge of the Public Service legislative framework, collective bargaining processes and structures. Minimum 10 years’ experience in the collective bargaining and labour relations environment. Highly developed negotiation, stakeholder management as well as written and verbal communication, analytical, research, problem-solving, conflict management and policy development skills. Knowledge of Human Resource Management and Development. The ability to interpret and communicate complex strategic matters. Conversant with Public Service negotiation and conditions of service frameworks. Strong leadership qualities and the ability to work in a collaborative environment with key stakeholder departments, including National Treasury, as well as social partners. Computer literacy. Financial and people management skills. A valid driver’s licence.

DUTIES: Develop, implement, monitor and review policies on negotiations, labour relations, including discipline management for the Public Service. Support the State as Employer in negotiating salaries and other conditions of service in the Public Service Coordinating Bargaining Council (PSCBC). Support the State as Employer in the preparation of and securing the necessary mandates for
negotiations on matters of mutual interest from the Minister for the Public Service and Administration (MPSA) and the Committee of Ministers. Develop and advise on negotiations strategies, mandates and approaches aimed at advancing the interests of the State as Employer. Promote sound labour relations in the Public Service. Monitor progress in the various sectoral and departmental bargaining structures. Ensure, monitor and report to the MPSA on the implementation of collective agreements reached in the PSCBC and the General Public Service Sector Bargaining Council (GPSSBC). Manage discipline and disputes efficiently. Advise the MPSA and Director-General on collective bargaining and labour relations matters. Advise on implications of proposed mandates. Manage projects in the Chief Directorate. Ensure representation of the State as Employer in the governance and ad hoc committees of the PSCBC and GPSSBC. Ensure people and financial management of the Chief Directorate.

**ENQUIRIES**: Ms Nonhlanhla Yende Tel No: (012) 336 1405

**NOTE**: All short-listed candidates for SMS posts 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. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to complete a Financial Disclosure annually.