DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

APPLICATIONS: Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION: Ms J Masipa/Ms N Monyela

CLOSING DATE: 22 November 2019

NOTE: Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications (Certified copies must not be older than 3 months). NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers’ License and registration certificate must be attached if required).

MANAGEMENT ECHELON

POST 39/03: DIRECTOR: LABOUR RELATIONS REF NO: DBE/DLD/02

Branch: Finance and Administration
Chief Directorate: HR Management and Development, Labour Relations and IT Services
Directorate: Labour Relations

SALARY: R1 057 326 per annum (All-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised Bachelor’s degree or undergraduate qualification (NQF level 7) as recognised by SAQA. A degree in Labour Relations will be an added advantage. Extensive working experience in Labour Relations related fields environment coupled with five (5) years at middle/senior managerial experience. Knowledge: In-depth knowledge of Labour Relations, HRM, Public Service Legislations, Collective Agreements and PSCBC Resolutions. Skills: Conflict resolution, problem solving, facilitation skills, interpersonal relations, verbal and written communication, computer literacy presentation skills. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.

DUTIES: The successful candidate will manage the collective bargaining process; Manage relationships with recognised trade unions ensuring cordial and constructive interaction and acting as management representative in cases where disputes arise; Advise management on labour relations developments particularly where policy and procedural changes may be required; Manage and facilitate the resolution of grievances and disputes; Participate in conciliation, mediation and arbitration procedures; Ensure line managers are effectively trained in handling labour relations matters; Develop and maintain labour relations service level agreements with internal and external stakeholders and represent department in all Labour Relations Forums.

ENQUIRIES: Ms J Masipa Tel No: (012) 357 3295/Ms N Monyela Tel No: (012) 357 3294

NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends 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 competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as
annually disclose his/her financial interests and be subjected to a security clearance.