ANNEXURE J

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION (DPSA)

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

APPLICATIONS: To the Director General: Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 Batho Pele House, 546 Edmond Street, Arcadia, Pretoria, 0083. E-mailed and faxed applications will not be accepted.

FOR ATTENTION: Ms. Karien Beckers

CLOSING DATE: 13 December 2019

NOTE: Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); certified copies of qualifications and identity document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates will be subjected to (1) a technical exercise; assessment; and (2) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

OTHER POST

POST 43/37: DEPUTY DIRECTOR: INTERNAL LABOUR RELATIONS REF NO: DPSA19/022

SALARY: R733 257 per annum (Level 11) (An all-inclusive remuneration package). Annual progression up to maximum salary of R863 748 is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal need within a framework.

CENTRE: Pretoria

REQUIREMENTS: Qualifications and Experience: A Senior Certificate, a B Degree or equivalent qualification (NQF level 7) in Labour Relations/LLB/Public Law A minimum of 3 years appropriate experience in Labour Relations. Knowledge: Knowledge of Public Service Regulatory Framework. Knowledge of Employment Relations Policies, practices and procedures. Knowledge of conflict management tools and methodologies. Competencies: Strategic Thinking, Project Management, Development of others, Planning and organizing, Team leadership. Skills: Problem solving, client orientation and customer focus, continuous improvement, decision making, diversity management, impact and influence, communication and information management, interpersonal, facilitation and negotiation, presentation, report writing computer literacy and driving.

DUTIES: Develop policies, guidelines and standard operating procedures and provide capacity development within the department. Facilitate the resolution of grievance and dispute processes. Render advisory services to Management and employees on dispute prevention, resolution and bargaining matters. Facilitate and represent the department at the Departmental Bargaining Chamber. Represent the department and monitor the implementation of litigation outcomes. Monitor and report on labour relations matters. Oversee and monitor the implementation of the Public Service disciplinary and grievance procedures. Ensure training and advocacy on labour related matters. Manage the overall performance of the sub-directorate.

ENQUIRIES: Ms. Baarata Motshaoleng Tel No: (012) 336 1503