

## DEPARTMENT OF TRADITIONAL AFFAIRS

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

**CLOSING DATE** : 26 March 2021  
**NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID and copies of qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Candidates may be required to undergo a competency assessment. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

## OTHER POSTS

**POST 08/109** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 2021/04**

**SALARY** : R733 257 per annum (Level 11), an all-inclusive remuneration package. The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE** : Pretoria  
**REQUIREMENTS** : A three-year National Diploma or degree in Labour Relations or Human Resources Management, and/or Industrial Psychology. equivalent qualification or equivalent qualification (NQF level 6/7) plus 5 years' experience in labour relations field and 3-5 years supervisory experience. A valid driver's licence. Generic competencies: Planning and Organising. Coordination. Problem solving and Decision making. Project Management. People Management and Empowerment. Client Orientation and Customer Focus. Team Leadership. Diversity Management. Communication (Verbal and written). Technical competencies: In-depth knowledge of Labour Relations Act, Basic Conditions of Employment Act, Code of Conduct for Public Service, Public Service Act and Regulations, Public Financial Management Act, Senior Management Services Handbook, OHS Act and Regulations, Skills Development Act, PSCBC Collective Agreements and Resolutions (Rules and procedures for dealing with grievances, misconduct and incapacity), Codes of good practice and Employment Equity Act.

**DUTIES** : The successful candidate will perform the following duties: Manage the collective bargaining processes. Manage disciplinary processes. Manage grievance processes. Provide management support in investigation of grievance and misconduct. Facilitate and coordinate training and development labour relations. Provide advice to supervisors and managers on labour relations. Provide support in human resource planning. Provide support in human resource administration.

**ENQUIRIES** : Ms L Motlhala Tel No: (012) 336 5824  
**APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2<sup>nd</sup> Floor Pencardia 1 Building or email at [DTARecruitment@coqta.gov.za](mailto:DTARecruitment@coqta.gov.za)

**FOR ATTENTION** : Director: Human Resource Management

**POST 08/110** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 2021/05**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Pretoria

- REQUIREMENTS** : A 3-year National Diploma or Degree in Human Resource Development/Human Resource Management /Bachelor of Education or equivalent qualification (NQF level 6/7) plus 3-5 years experience in the training and development field. Experience in working on PERSAL system. A valid driver's license. General competencies: Planning & organising, Coordination, Problem solving & decision making, Project Management, People management & Empowerment, Client orientation and customer focus, Team leadership, Diversity management, Communication (verbal and written) Technical competencies: In-depth knowledge of Public Service Regulations, Skills Development legislations and strategies, facilitation/presentation, Research.
- DUTIES** : The successful candidate will perform the following duties: Implement the Human Resource Development Strategy and Policies. Implement Internal Bursary scheme. Facilitate the Compulsory Induction Programmes and Orientation for the Department. Implement, monitor and evaluate the performance management and development system. Provide support in human resources administration.
- ENQUIRIES** : Ms L Motlhala Tel No: (012) 336 5824
- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2<sup>nd</sup> Floor Pencardia 1 Building or e-mail at [DTARecruitment@cogta.gov.za](mailto:DTARecruitment@cogta.gov.za).
- FOR ATTENTION** : Director: Human Resource Management