

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(TSHWANE NORTH TVET COLLEGE)**

*Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for the vacant positions.*

- APPLICATIONS** : Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 or hand-deliver to: corner Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. No Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.
- CLOSING DATE** : 10 June 2024 at 12:00
- NOTE** : Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, where applicable, qualification and employment verification). Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply.

**OTHER POST**

- POST 18/01** : **SENIOR LABOUR RELATIONS OFFICER REF NO: TNC/CO/24-05/2**  
Nature of Appointment: Permanent
- SALARY** : R376 413 per annum (Level 08), plus benefits
- CENTRE** : Central Office
- REQUIREMENTS** : Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Labour Relations/Labour Law or equivalent qualification. At least 3 years' experience in labour relations. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel, Ms PowerPoint). A valid driver's licence. Competencies, Abilities and Skills: Must have excellent presentation skills, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Must have sound analytical thinking and research skills. High level of conflict management skills and ability to be part of negotiations. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Excellent report writing skills. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge and understanding of the Continuing Education and Training (CET) Act, Public Service Regulations, Public Service Act and a myriad of other relevant human resource legislative imperatives. Accountability and ethical conduct.
- DUTIES** : Administer and investigate grievances. Investigate, initiate and/or preside over misconduct cases. represent the College at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. ensure compliance with legislative framework relating to grievances and disputes. keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the College. compile reports/submissions in respect of grievances, disputes, advice on industrial action matters. promote sound labour peace within the College. produce monthly reports and analyse the reports to establish trends and develop interventions where required. contribute to the College's planning and monitoring and evaluation processes. manage the implementation of policies,

resolutions, plans and strategies relating to labour relations. ensure compliance with legislative framework and monitor and evaluate implementation thereof, as well as suggest improvements where necessary. develop internal control measures, guidelines and standard operating procedures on labour relations in line with National and Departmental human resource practices, guidelines and policies. conduct in-service training and induction of staff on labour related matters. attend to audit queries including the implementation of recommendations thereof. advice management, employees on labour relations practices, procedures, guidelines and policies, etc. support the Human Resource Manager in achieving the strategic objectives of the College on labour relations management. be willing to undergo continuous training and development. attend and run meetings.

**ENQUIRIES**

: Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau Tel No: (012) 401 1927 / Ms JM Nyalunga Tel No: (012) 401 1940