

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 14 November 2025

NOTE : Applications must be submitted online at <https://erecruitment.dha.gov.za> sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za, citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. Shortlisted candidates are required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, ONLY.

OTHER POST

POST 40/24 : **ASSISTANT DIRECTOR: LABOUR RELATIONS (X4 POSTS)**
(This is a re-advertisement. Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

SALARY CENTRE : R468 459 - R551 823 per annum (Level 09), (A basic salary)
: Gauteng: Provincial Manager's Office Ref No: HRMC 47/25/1a (X1 Post)
: KwaZulu-Natal: Provincial Manager's Office Ref No: HRMC 47/25/1b (X1 Post)
: Mpumalanga: Provincial Manager's Office Ref No: HRMC 47/25/1c (X1 Post)
: Western Cape: Provincial Manager's Office Ref No: HRMC 47/25/1d (X1 Post)

REQUIREMENTS : An undergraduate qualification in Labour Relations / Labour Law at NQF level 6 as recognized by SAQA. 3 Years' experience as Labour Relations Officer or Practitioner is required. Knowledge of Human Resources Regulatory Framework. Knowledge of Labour Relations Act, 66, 1995. Knowledge of Collective Agreements. Knowledge of relevant Departmental Legislation and prescripts. Knowledge of the Public Service Act and Regulations. Knowledge of DPSA guidelines. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Capability and Leadership. Client Orientation and customer focus. Time Management. Good verbal and written communication, as well as report writing and presentation skills. Problem-solving. Programme and project management. Ability to meet deadlines. Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Decision making. Accountability. Interviewing skills. Planning and organizing. Patriotism, Honesty and Integrity.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate the implementation of misconduct and disciplinary processes in the province. Represent the Province at all disciplinary hearings. Provide expert advice in the province on disciplinary and misconduct matters. Establish partnerships and constantly liaise with provincial external stakeholders on labour related matters on recognized Labour unions. Represent the Department in disputes and facilitate the acquisition of evidence and witness for arbitration matters. Facilitate labour related programmes, collective bargaining, grievance resolution and dispute management process in the province. Respond to complaints, grievances and appeals adhering to

all regulatory, accreditation and internal processing timelines and guidelines. Co-ordinate and participate in the Provincial Consultative Forum (PCF). Conduct research on case law, adjudication trends and developments in labour law and labour relations. Prepare and submit reports on grievances and disputes to Head Office on a weekly basis. Represent the Department in mediation, conciliation and arbitration matters. Build and maintain relationships with various stakeholders. Benchmark with various institutions for best practice. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
Western Cape: Mr M Pienaar Tel No: (021) 488 1409 / (021) 488 1412

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:-

Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017

KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg 3209

Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200

Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.