

POST:

DEPUTY DIRECTOR: EMPLOYEE RELATIONS (2 POSTS)

SALARY:

R532 278 per annum (Level 11)

CENTRE:

Pretoria

REF

270315/06

REQUIREMENTS:

A three year Degree or National Diploma in Labour Relations Management. Relevant experience in Employee Relations field. Relevant and extensive middle management experience in Employee Relations Advanced analytical and problem solving skills. Knowledge of Employment legislation and Public Service Regulatory Framework. Knowledge of the PFMA. Strong understanding of policy formulation, interpretation, and implementation. Knowledge of Human Resource best practices. Ability to plan, organize and conduct research and analyse policies. Project Management skills. Knowledge of the Department restructuring imperatives. Computer Literacy with knowledge of MS Access and Project will be an added advantage. Dispute resolution and conflict management competencies. Strong investigative and report writing skills. Good communication skills (facilitation, negotiation, presentation, verbal and written). A valid driver's licence and willingness to travel.

DUTIES:

Develop departmental strategies and systems relating to dispute resolution mechanisms, including policies, procedures and processes. Create and manage a case management database on all Labour-related matters. Monitor and evaluate implementation and compliance with collective agreements, policies and legislations. Render advisory services to management and employees at all branches and divisions of the Department. Ensure uniform implementation of Employee Relations guidelines, policies and directives within the Department by providing Employee Relations training. Represent the Department conciliation and arbitration proceedings. Facilitate the management of discipline and grievances in the Department. Conduct research and benchmarking initiatives for the best practices and Employee Relations practices accordingly. Manage the finances, resources and the people of the sub-directorate.

ENQUIRIES:

Mr K.O Mulaudzi, tel (012) 337 7789

APPLICATIONS

*Please forward all applications for the **centre: Pretoria** quoting the reference number to: The Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Groundfloor, Continental Building, Cnr Visagie and Bosman Streets, **For attention:** Ms L Van Wyk*