



DEPARTMENT OF WATER AND SANITATION

- APPLICATION** : **Centre East London; King William's Town; Umthatha; Port Elizabeth:**
Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 7485 King William's Town 5600 or hand deliver at No. 2 Hargreaves Avenue King William's Town. **For attention:** Mr K Noah.
- CLOSING DATE** : **18 NOVEMBER 2016 TIME: 16H00**
- POST** : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF: 181116/24**
- SALARY** : R 612 822 per annum (All inclusive package) level 11
- CENTRE** : King Williams Town
- REQUIREMENTS** : Three year (3) Degree or National Diploma in Labour Relations Management. Three (3) – five (5) years management experience in Labour Relations. Knowledge of policy development and implementation. Knowledge of Labour Relations processes. Knowledge of HR Legislation. In-depth knowledge in Labour Relations. Understanding of Government legislation. Financial management and knowledge of PFMA. Knowledge of negotiation skills. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge of relationship management. Excellent problem solving and analysis. People and Diversity Management skills. Must be client orientated and customer focus. Good communication skills. Accountability and Ethical Conduct. Knowledge of analytical procedures. A valid driver's licence. (Certified copy must be attached).
- DUTIES** : Provide input into employee relations policies. Analyse current policies. Analyse Departmental strategic objectives. Analyse Labour relations trends. Implement administration policies and various disciplines. Analyse human resource information trends. Policy amendments. Implement employee relations Recommend policies develop implementation plan. Hold road shows advising department on key policy issues. Brief managers on policy requirements and implement according to delegations. Develop training programs for line programs. Provide advice to management and employees on employee relation matters. Provide feedback on employee relations matters. Facilitate the correct application of disciplinary procedures. Manage dispute resolutions. Manage collective bargaining matters. Manage disciplinary process. Consolidate monthly reports. Coordinate dispute resolution in the region. Allocate cases to staff and manage progress of cases. Investigate more complex cases. Negotiate resolutions. Make resolution recommendations. Implement approved resolutions. Coordinate discipline cases. Monitor and manage tracking of documents in the department. Register and manage grievances raised by officials. Implement approved resolutions. Measure compliance in all Labour Relations matters. Management of Human Resources. Implement policies and guidelines on HR management in the Department. Manage conflict resolution. Manage budget processes.
- ENQUIRIES** : MS T Solwandle Tel, (043) 604-5476.

