



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

For Centre: NWRI: Central Operations (Pretoria) Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria, 000, or hand deliver to 1st Floor, Praetor Forum Building, 267 Van Der Walt Street, Pretoria. attention: Mr BK Shiphamele

POST

: **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF: 240616/07**

SALARY

: R 612 822 per annum (All inclusive package) Level 11

CENTRE

: NWRI: Central Operations (Pretoria)

REQUIREMENTS

: National Diploma or degree in Human Resources Management or Labour Relations Management or Law or relevant qualification. Four (4) to six (6) years relevant management experience in Employee Relations. Advanced analytical and problem solving skills. Knowledge of Employment legislation and the 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, organise 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 license 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 legislation. 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 at conciliation and arbitration proceedings. Facilitate the management of discipline and grievances in the Department. Initiate and chair disciplinary hearings. Conduct research and benchmarking initiatives for the best practices and align Employee Relations practices accordingly. Manage the finances, resources and the people of the sub-directorate.

ENQUIRIES

: Ms Ms ND Ndumo Tel 012 741 7302