



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.
- FOR ATTENTION** : Mr MJ Nzima
- CLOSING DATE** : 14 December 2018 TIME: 16h00
- POST** : DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 141218/05
- BRANCH** : Chief Operations Office
SD: Corporate Services
- SALARY** : R697 011 per annum (Level 11) (all inclusive salary package)
- CENTRE** : Mbombela
- REQUIREMENTS** : A National Diploma or Degree in Labour Relations Management. Four (4) to six (6) years management experience in Labour Relations. Knowledge of policy development and implementation. Knowledge and experience of Labour Relations processes and HR information. Understanding of Government legislations. Financial management and knowledge of PFMA. Knowledge of Negotiation skills. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge and experience of Programme, Project and Relationship management. Problem solving, analysis, people, diversity management, client orientation and customer focus. A valid driver's licence (attach a certified copy).
- DUTIES** : Provide input into Employee Relations policies. Analyse current policies and Labour Relations trends. Recommend policy amendments. Implement employee relations policies. Hold road shows advising the department (Provincial Office) on key Labour Relations policy issues and new developments. Advise Management and Employees on all employee relations matters. Manage dispute resolution, collective bargaining matters, facilitation of grievance resolutions and disciplinary processes. Management of human resources. Investigate complex cases. Register and maintain a database of all cases including grievances. Maintain compliance in all labour relations matters, dissemination of information and conducting of training. Liaise with internal and external stakeholders. Represent the Department at Conciliation and Arbitrations proceedings. Ensure that approved resolutions are implemented. Manage conflict resolution. Manage budgeting and demand management processes for the section.
- ENQUIRIES** : Mr AA Lessing Tel No. 013 759 7336