



## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabile
- CLOSING DATE** : 7 September 2018 TIME: 16h00
- POST** : DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 070918/02
- BRANCH** : CORPORATE MANAGEMENT, DIR: EMPLOYEE RELATIONS
- SALARY** : R697 011 per annum, (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma or three (3) year Degree in Labour Relations Management. Four (4) to six (6) years management experience in Labour Relations. Practical knowledge of policy development and implementation. Knowledge and experience of Labour Relations processes and HR information. Understanding of Government legislation. Financial management and knowledge of the PFMA. Negotiation skills. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge and experience of programme, project management and relationship management. Problem solving, analysis, people, diversity management, client orientation and customer focus. Good communication skills. Accountability and ethical conduct skills. Knowledge of analytical procedures.
- 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 on key Labour Relations policy issues. Advise Management and Employees on employee relations matters. Manage dispute resolution, collective bargaining and disciplinary processes. Coordinate discipline cases. Management of Human Resources. Investigate complex cases. Register and manage grievances. Maintain compliance in all labour relations matter, Dissemination of information and conducting training, Liaising with internal and external stakeholders and Representing the Department at Conciliation and Arbitration.
- ENQUIRIES** : Mr O Mulaudzi, Tel 012 336 7985