



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

- APPLICATIONS** : Hartbeespoort Dam: Please forward your applications quoting the relevant reference number for Centre: The Director: Northern Operations, Private Bag X352, Hartbeespoort, 0216. For attention: Mr S Murunzi
- CLOSING DATE** : **29 November 2019 TIME: 16:00**
- POST** : DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 291119/05
- BRANCH** : IBOM: NORTHERN OPERATIONS
- SALARY** : R 733 257 per annum (Level 11) (All inclusive salary package)
- CENTRE** : Hartbeespoort Dam
- REQUIREMENTS** : A National Diploma or Degree in Human Resource Management / Labour Relations / LLB or post graduate diploma in Labour Law. Three (3) to five (5) years management experience in Labour Relations. Knowledge and experience in policy development and implementation. Knowledge and experience in Human Resource information. Understanding of government legislation, financial management and PFMA. Knowledge of negotiation skills. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge and experience of programme and project management. Knowledge of relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. 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 (Area offices and Government Water Schemes) 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.
- ENQUIRIES** : Mr S Murunzi, Tel No: 012 200 9018