



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 27 NOVEMBER 2020

Note: Interested applicants must submit their applications for employment to the e-mail address specified to each post. 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 copies of qualifications and Identity document. No late applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. Candidates will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the Police Clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO 271120/10

BRANCH: CHIEF OPERATION OFFICE: GAUTENG

SALARY: R 733 257 per annum, (Level 11), (All-inclusive package)

CENTRE: Gauteng Provincial Office

REQUIREMENTS: A National Diploma or Degree in Labour Relations Management / LLB. A postgraduate diploma in Labour Law (NQF L8) will serve as an advantage. Three (3) to five (5) years management experience in Employee Relations field. Advanced analytical and problem solving skills. Knowledge of Employment legislation and 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, organize 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 licence 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 legislations. 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 conciliation and arbitration proceedings. Facilitate the management of discipline and grievances in the Department. Conduct research and benchmarking initiatives for the best practices and Employee Relations practices accordingly. Manage the finances, resources and the people of the sub-directorate.

ENQUIRIES: Mr PS Nevhorwa, Tel No 012 392 1324

APPLICATIONS: Gauteng Provincial Office Please email your applications quoting the relevant reference number to GPRecruitment@dws.gov.za For Attention: Mr D Masoga