



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 30 OCTOBER 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: 301020/01

BRANCH: NWRI SOUTHERN OPERATIONS

SALARY: R 733 257 per annum (Level 11)

CENTRE: Port Elizabeth

REQUIREMENTS: A National Diploma or Degree in Labour Relations / Human Resource Management / LLB. A post graduate diploma in Labour Law will be an added advantage. Four (4) to six (6) years' management experience in Labour Relations. A valid driver's license. (Attach a copy). 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 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 on key Labour Relations policy issue and new development. Advise management and Employees on all employee relations matters. Manage dispute resolution, collective bargaining matters, facilitation of grievance resolution and disciplinary processes. Management of human resources. Investigate complex cases. Register and maintain a database of all cases including grievance. 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 Arbitration proceedings. Ensure that approved resolutions are implemented. Manage conflict resolution.

ENQUIRIES: Ms. EN Ngele Tel No 041 508 9754

APPLICATIONS: Please e-mail your application quoting the post reference number to: SORecruitment@dws.gov.za .
For attention: Ms. B Gqokoma