

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 19 February 2021

Note: Interested applicants must submit their applications for employment to the e-mail address specified on each post. **Applications must be submitted using the newly implemented Z83** form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in **one** email in a PDF format. The attachment/s, may not **exceeding 10mb**) Subject title on the email must clearly display the **reference number** of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. 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 be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a 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. 190221/03

BRANCH: NWRI CENTRAL OPERATIONS

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

CENTRE: Central Operations (Pretoria)

REQUIREMENTS: A National Diploma or Degree in Labour Relations Management or Labour Law/ Law. Three (3) to five (5) years relevant management experience in Employee Relations, Dispute and Grievance Resolutions. PERSAL Introduction Certificate. A valid driver's licence and willingness to travel extensively within Central Operations. Advanced analytical and problem solving skills. Knowledge of Employment legislation and the Public Service Regulatory Framework. Must be abreast of all Resolutions within the Public Service. Knowledge of the PFMA. Strong understanding of policy formulation, interpretation and implementation. Knowledge of Human Resource best practices. Ability to plan, organise 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 investigation and report writing skills. Good communication skills (facilitation, negotiation, presentation, verbal and written). High sense of integrity and ethical conduct.

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 legislation. 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 at conciliation and arbitration proceedings. Facilitate the management of discipline and grievances in the Department. Initiate and chair disciplinary hearings. Conduct research and benchmarking initiatives for the best practices and align Employee Relations practices accordingly. Manage the finances, resources and staff within the sub-division. Facilitate Employee Relations workshops to all officials and managers within the cluster. Provide monthly statistical ER reports to the Manager: Corporate Services. Prepare and submit accurate FOSAD report as and when required.

ENQUIRIES: Mr PS Kunene, Tel No: 012 741 7336 or 066 124 5893.

APPLICATIONS: Central Operations (Pretoria): Please email your applications quoting the relevant reference number to DDER@dws.gov.za For Attention: Mr. KL Manganyi