

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 19 March 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 Sanitations 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.190321/08  
BRANCH: CHIEF OPERATIONS OFFICE: MPUMALANGA  
SALARY: R 733 257 per annum (all-inclusive package), Level 11  
CENTRE: MBOMBELA

REQUIREMENTS: A National Diploma or Degree in Labour Relations / LLB. A post graduate diploma in Labour Law will be an added advantage. Four (4) to six (6) years' management (ASD level) 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: 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 Vilane B.Z, Tel No: 013-759 7496

APPLICATIONS: Mpumalanga: Please email your application quoting the relevant reference to MPrecuritCS@dws.gov.za For Attention: Ms. Mkhwanazi F.M