

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 21 June 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 exceed 5mb) 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 pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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: 210621/02 THIS IS A RE-ADVERTISEMENT, APPLICANTS THAT PREVIOUSLY APPLIED ARE ENCOURAGED TO RE-APPLY

BRANCH: NWRI CENTRAL OPERATIONS

SALARY: R733 257 PER ANNUM (LEVEL 11) (ALL-INCLUSIVE SALARY PACKAGE)

CENTRE: CENTRAL OPERATIONS (PRETORIA)

REQUIREMENTS: A National Diploma or Degree in Labour Relations Management or LLB. Three (3) to five (5) years relevant management experience in Employee Relations, Dispute and Grievance Resolutions. A valid driver's license (Attach a copy) 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 Tel No: (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