



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 21 May 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 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: DIRECTOR: EMPLOYEE RELATIONS REF NO: 210521/01

BRANCH: CORPORATE SUPPORT SERVICES: DIR EMPLOYEE RELATIONS

SALARY: R 1 057 326 PER ANNUM (ALL-INCLUSIVE SALARY PACKAGE) (LEVEL 13)

CENTRE: PRETORIA (HEAD OFFICE)

REQUIREMENTS: A Bachelor's Degree in Labour Relations or equivalent relevant qualification (NQF7) as recognised by SAQA. Five (5) to ten (10) years' experience in public service Labour Relations of which at least five (5) years must be at middle/senior managerial level. A pre-entry certificate obtained from the National School of government is required prior to the appointment>(*Refer to SMS note above). A valid driver's license (attach a copy). Knowledge of the Public Service Act, Regulations, Public Finance Management Act, Promotion of Access to Information Act, Labour Relations Act and other Labour Relations policy frameworks. Understanding of public service policies. Strategic capability and leadership. Financial Management, change management, knowledge management and people management skills. Accountability and ethical conduct. Dispute resolution and conflict management competencies.

DUTIES: As the Director: Employee Relations, the incumbent of this position is responsible for ensuring the implementation of fair, just and equitable Employee Relations practices in the Department with specific emphasis on the following: Develop and implement departmental policies and practices on discipline-, grievance- and dispute resolution management across the Department. Coordinate the management and implementation of all discipline-, grievance- and dispute resolution matters in the Department; ensuring compliance to timeframes as required by legislation, collective agreements and policy directives. Advise managers and staff on the disciplinary code and procedures, grievance procedures and dispute resolution frameworks and rules. Provide technical advice and guidance on negotiation and conflict resolution in terms of applicable legislation. Ensure departmental compliance with relevant labour legislation, collective agreements, and directives. Collate and compile management reports (DPSA, FOSAD, PSC, etc.) on grievances, financial misconduct and other labour relations matters for reporting purposes.

Conduct research and benchmarking initiatives for best practices and align employee relations practices accordingly.
Overall management of the human, financial and others resources of the Directorate: Employee Relations.
ENQUIRIES: Mr. C Greve, Tel 012 336-8402
APPLICATIONS: Head Office (Pretoria): Please email your applications quoting the relevant reference number to recruitment@dws.gov.za