



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 21 AUGUST 2023

NOTE: Interested applicants must submit their applications for employment to the 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 (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a driver's license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). 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 (only when shortlisted). 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 three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or emailed applications will not be considered. 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: LABOUR RELATIONS REF NO: 210823/01  
BRANCH: CORPORATE SUPPORT SERVICES  
SALARY: R 1 162 200 Per annum (All-inclusive salary package) (Level 13)  
CENTRE: Pretoria Head Office

REQUIREMENTS: A bachelor's degree in Labour Relations or equivalent relevant qualification at (NQF 7) as recognized by SAQA. Five (5) to ten (10) years' experience in public sector 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). The disclosure of a valid unexpired driver's license. A proven track record demonstrating extensive knowledge and experience in various stakeholder engagements, negotiations and the development and implementation of collective agreements or training as a Labour Law Commissioner will be an added advantage. Complete understanding of the Public Service regulatory framework governing collective bargaining organizational rights including an in-depth knowledge of conflict management and alternative dispute resolution. An overall knowledge of the public service policy framework and directives, read in conjunction with the Labour Relations Act, Public Finance Management Act, Promotion of Access to Information Act, Protection of Personal Information Act and the Prevention and Combatting of Corrupt Activities Act. Strong Leadership and strategic planning capability to lead and direct diverse multi-disciplinary teams across the country through a matrix reporting system. Exceptional relationship management and outstanding interpersonal relations skills coupled with strong listening, analytical and problem-solving skills. Must be self-disciplined, ethical, accountable as well as be capable of working under pressure and beyond normal working hours as the incumbent will be expected to travel. Must be computer literate and have good report writing, communicating and presentation skills.

DUTIES: Coordinate and manage the collective bargaining processes regulating consultation and or negotiation of agreements within the Departmental Bargaining Chamber relating to the collective agreements regulating the

conditions of service of workers employed under Section 76 of the National Water Act and or any contemplated transfers of employees in terms of Section 197 of the Labour Relations Act in line with the department's Institutional Oversight and Governance strategic objectives within the Water Sector. Lead, manage, control and direct discipline, grievance, and dispute management at national, provincial, regional and cluster levels in compliance with existing collective agreements and ministerial directives. Collate and compile management reports to ensure timeous statutory reporting to FOSAD, the DPSA, Public Service Commission and the Auditor-General South Africa on financial misconduct, grievance management, sexual harassment, as well as attend to Parliamentary questions from the Portfolio Committee and Standing Committee on Public Accounts. Provide formal written advice and well researched labour relations opinions to line management in line with recent labour law legislative developments and jurisprudence relating to implementation of disciplinary procedures, facilitation and resolution of grievance procedures and dispute management processes. Develop, monitor, and constantly update departmental policies to align with latest developments in Labour Law. Conduct research and benchmarking initiatives for best practices and align accordingly. Conduct training and other developmental initiatives to empower line managers to conduct disciplinary processes and mediate conflict management. Overall management of the human, financial and other resources of the Directorate: Labour Relations.

ENQUIRIES: Mr. C Greve, Tel: 012 336 8402

APPLICATIONS: Pretoria (Head Office): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria. 000a, For Attention: Recruitment and Selection unit.