



Assistant Director: Collective Bargaining and Employee Relations (COO 09/2018)

Salary: R356 289 per annum

Centre: Pretoria

Requirements:

- A recognised three-year National Diploma in Labour Relations or equivalent relevant qualification.
- Minimum of 3 years' experience required in relevant field.
- Knowledge of disciplinary code and procedures, grievance procedures, mediation and arbitration, Public Service legislation and resolutions, and Labour Relations Act.
- Conflict resolution, sound organising and planning, good oral and written communication, coordination, organisational and planning and report writing, and good interpersonal relations skills.
- Ability to work under no supervision, work under pressure, interpret & apply relevant legislation, regulations, resolutions & policies, develop and apply policies, organize and plan under pressure, and collect and interpret information and reports.

Duties:

- Investigate misconduct cases and compile investigation reports.
- Draft charges.
- Prosecute / initiate disciplinary cases.
- Monitor precautionary suspensions.
- Facilitate the referral of appeals to the Appeal Authority.
- Render advisory services to management and employees on dispute prevention and resolution.
- Represent the Department at conciliation and arbitration.
- Investigate grievances, and facilitate conciliatory and / or mediatory meetings in resolving grievances.
- Monitor and evaluate labour relations trends in the Department.

- Facilitate training and advocacy on labour relations matters.
- Facilitate and participate at the Departmental Bargaining Chamber.
- Ensure compliance with relevant legislation, regulatory framework, and reporting requirements.
- Ensure compliance on capturing of cases on PERSAL.
- Manage the labour relations database possible solutions.
- Conduct user system training and assessments.

Enquiries: Ms. T Zitha; Tel: 012 399 8678

For attention: Mr. L I Letshedi

Closing Date: **01 April 2019**

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- All applications must be submitted on a signed **283 application form** (*click bold underlined text to download PDF form*) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License (if required) in order to be considered.
 - **Applications must be forwarded** to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, marked for attention: Mr Gerald Ntshane/Ms Sibongile Zungu.
 - The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
 - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.
 - Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
 - Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience.
 - The Department reserves the right not to make an appointment.
 - No e-mailed, faxed or late applications will be considered.
 - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.