

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za.

FOR ATTENTION: Mr M Mabuza

NOTES: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a confidential security clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. **Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however, from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment (Z83) form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.**

POST: **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DD: LR/11/2020 (2 MONTHS CONTRACT) (This is a re-advertisement, those who previously applied are encouraged to reapply)**

SALARY: All-inclusive remuneration package of R733 257 per annum.

CENTRE: **PUBLIC SERVICE COMMISSION HOUSE, PRETORIA**

REQUIREMENTS: An appropriate three-year Bachelor's degree or National Diploma (NQF 6/7) in Labour Relations/Law/ Human Resources Management. 3-5 years experience in Employee Relations management'. Extensive experience and skills in handling complaints, disciplinary hearings and grievances. Experience in representing employer in dispute resolution forums and Departmental Bargaining Chamber. Knowledge and understanding of Public Service Legal Framework. Understanding of Basic Financial Management, negotiation, good communication (verbal and legal written), interpersonal relations, policy development, managerial and project management skills. The ability to think strategically and creatively. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite. A Valid driver's license (with the exception of disabled applicants).

DUTIES: Key Performance Areas: Ensure that grievance and disciplinary policies are aligned to the relevant legislative frameworks. Management and employees are trained on the Grievance policy and Disciplinary Code and Procedures. Conduct an analysis of grievances received. Facilitate grievance resolution and render advice on possible solutions to management and employees. Consult with the relevant structures of authority of department in an attempt to resolve the grievance. Co-ordinate the appointment of investigating officers, employer representative and presiding officers. To administer cases of misconduct and other transgressions in the OPSC. To deal with dispute resolution in the OPSC. Maintain a database of grievances received, status of completion and of grievances not properly lodged. Ensure that submissions or reports are drafted and submitted for the decision of the Accounting Officer

ENQUIRIES: Ms Mirriam Mahuma TEL: 012 352 1072

CLOSING DATE: 11 December, 15h45