



DATE OF ISSUE: 04 JULY 2014

TO ALL HEADS OF NATIONAL DEPARTMENTS/PROVINCIAL ADMINISTRATIONS/ PROVINCIAL DEPARTMENTS/GOVERNMENT COMPONENTS

PUBLIC SERVICE VACANCY CIRCULAR NO 26 OF 2014

1. Introduction

- 1.2 The aim of this Circular is not only to distribute advertisements of vacancies to departments and employees throughout the Public Service, but also to facilitate the deployment of employees who are in excess.
- 1.3 As regards the latter issue, National Departments/Provincial Administrations and Government Components are called upon to give serious consideration during the filling of vacancies to the absorption of employees who have been declared in excess if they apply.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) **must be forwarded** to the National Department/Provincial Administration/Government Component in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post, must direct their enquiries to the National Department/Provincial Administration/Government Component where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 Applications should be forwarded in time to the advertising department since applications received after the applicable closing date will not be accepted.
- 2.5 Considering the aim of this Circular (see paragraph 1.1 above), advertisements contained herein are meant for the **attention/perusal of serving employees** only. Persons not employed in the Public Service may thus not apply for the vacancies advertised in this Circular, except if the relevant department has extended the scope of its recruitment initiative to persons not employed in the Public Service, in which case the relevant vacancy will have been advertised through other means such as the media. (Clarity in this regard can be obtained from the relevant advertising National Department/Provincial Administration/Government Component).

3. Directions to National Departments/Provincial Administrations/Government Components

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

4. Directions to National Departments/Provincial Administrations/Government Components in which vacancies exist

- 4.1 Where vacancies have been identified to promote representativeness, the measures contained in Chapter 1, Part III. D2 of the Public Service Regulations, 2001 must be complied with. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 4.2 Candidates must be assessed and selected in accordance with the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001.

ANNEXURE O

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representivity in the Public Service through the filling of these posts and persons whose appointment will promote representivity will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered.

APPLICATIONS



: **Quoting the relevant reference number, should be forwarded as follows:**
Kimberley Regional Office: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8300. For Attention: Ms L. Motlhala
Nelspruit Regional Office: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. For Attention: Ms N.P. Nkosi
Durban Regional Office: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. For Attention: Mr B.E. Mbatha.

CLOSING DATE

: 18 July 2014

NOTE

: Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. Please forward your application, quoting the relevant reference number, to the address below, People with disabilities are encouraged to apply.

OTHER POST

POST 26/72

: **SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS 3 POSTS**

SALARY CENTRE

: R227 802 per annum
: Durban Regional Office Ref: 2014/97 A
: Kimberly Regional Office: Ref: 2014/97 B
: Nelspruit Regional Office: Ref: 2014/97 C

REQUIREMENTS

: A three year tertiary qualification in Human Resources Management/labour law/ labour relations; Relevant experience in Labour Relations. Knowledge: Knowledge of standards, practices, processes and procedures related to labour relations; collective bargaining structures and processes; structure and functioning of the Department; Employment Equity Plan of the Department; Constitution of the RSA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act. Skills: Basic numeracy; interpersonal and diplomacy skills; general administration and organisational skills; interpretation of policies; ability to undertake basic research/gather information; computer literacy; financial administration; change/diversity management; objectivity; analytical thinking; problem solving skills; motivational skills; influencing skills; conflict management; presentation skills; negotiation skills; communication and report writing abilities. Personal Attributes: Innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; assertive; hard-working; self-motivated; ability to work independently; a Valid Drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements.

DUTIES

: implement and maintain policies, procedures related to labour relations; provide advice regarding labour issues in the workplace; support formal processes with organised labour; assess and make recommendations regarding the effectiveness and status of operational labour relations. Administer and support disciplinary matters; assess and recommend whether conduct warrants formal investigations. Receive complaints and liaise with relevant stakeholders; act as designated officer to resolve grievances; act as departmental representative in conciliations, mediations and arbitrations. Advise and assist management and staff on dispute resolution procedures and multi-lateral forums; liaise with organised labour on matters of mutual interest; represent the Department in various bargaining structures as appointment by the Regional Manager. Advise management and staff on issues related to labour relations; liaise and interact with related internal and external stakeholders; ensure compliance of Human Resources policies and practices with labour law and collective agreements; conduct training and awareness on employee/labour relations; promote sound labour relations, equity and diversity.

ENQUIRIES

: Mr. I Henry, Tel: 031 314 7196 Durban Regional Office
Ms. L Motlhala, Tel: 053 838 5244 Kimberly Regional Office
Ms. P Nkosi, Tel: 013 753 6319 Nelspruit Regional Office