

# SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

## SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS (X6 Posts)

<b>Salary</b>	: R212, 106 per annum	
<b>Centres</b>	: Cape Town Regional Office	<b>Ref: 2014/20 A</b>
	Durban Regional Office	<b>Ref: 2014/20 B</b>
	Kimberly Regional Office	<b>Ref: 2014/20 C</b>
	Mthatha Regional Office	<b>Ref: 2014/20 D</b>
	Nelspruit Regional Office	<b>Ref: 2014/20 E</b>
	Pretoria Regional Office	<b>Ref: 2014/20 F</b>

**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.

<b>Enquiries :</b>	Ms. N Mtsulwana,	Tel: 021 402 2246	Cape Town Regional Office
	Mr. I Henry,	Tel: 031 314 7196	Durban Regional Office
	Ms. L Motlhala,	Tel: 053 838 5244	Kimberly Regional Office
	Mr. D. Gqibela	Tel: 047 502 7111	Mthatha Regional Office
	Ms. P Nkosi,	Tel: 013 753 6319	Nelspruit Regional Office
	Mr. S Mkhize,	Tel: 012 310 5914	Pretoria Regional Office

**Note:** 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. People with disabilities are encouraged to apply.

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 Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next two 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 upon submission of proof by candidates. **“Kindly note that appointment will be subject to verification of qualifications and a security clearance”.** No faxed or e-mailed applications will be accepted. **NB: External people are encourage to apply**

**Applications, quoting the relevant reference number, should be forwarded as follows:**

- **MTHATHA REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X5007, Mthatha, 5099. **Attention:** Ms N. Tyusha
- **KIMBERLEY REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8300. **Attention:** Ms L. Motlhala
- **NELSPRUIT REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. **Attention:** Ms N.P. Nkosi
- **PRETORIA REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or 251 Skinner Street, AVN Building, Corner Andries and Skinner Streets, Pretoria. **Attention:** Mr S. Mkhize
- **CAPE TOWN REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. **Attention:** Ms E. Booyesen or Ms N. Mtsulwana
- **DURBAN REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. **Attention:** Mr B.E. Mbatha.

