



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

VACANCIES

POST: LABOUR RELATIONS OFFICER (1 POST)

CENTRE: REGIONAL OFFICE KIMBERLEY Ref. No. NC/18/07

SALARY: R132 054 – R153 312 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An LLB degree or three year bachelor degree/ National diploma in Labour relations;
- At least three years experience in the labour relations environment;
- Practical experience in conciliation and arbitration cases will be advantageous;
- A valid drivers' licence;
- Ability to work under pressure;
- Computer literacy (MS Office);
- Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations;

DUTIES:

- Promote sound labour relations in the department;
- Supervise the activities of subordinates entrusted with inter alia, the co-ordination and administration of grievances, disciplinary hearings and labour relations circulars;
- Define and introduce labour relations procedures according to the provision of the Labour Relations Act, most particularly, its application in the Public Service in terms of grievances and disciplinary hearings;
- Ensure by advice and follow-up that such procedures and practices are being followed;
- Handle dispute resolutions for the GPSSBC, conciliation, arbitrations and dismissal disputes;
- Consult with State Attorneys on more complex matters;
- Play an active role in the management of strike;
- Handle correspondence and memoranda of a more complex nature and compile reports for management.

ENQUIRIES: Ms C Cader ☎ (053) 839 0031.

APPLICATIONS: If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X6106, Kimberley, 8300.

CLOSING DATE: 17 August 2007

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. **The CV to be completed by all applicants is available on the DOJ**

website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position.