

NATIONAL DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets.Pretoria.
- FOR ATTENTION** : Ms N Sombinge
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (the certification should be within 3 months), service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
- POST** : **DEPUTY DIRECTOR: COLLECTIVE BARGAINING (REF NO: NDOH 52/2016)**
- SALARY** : An all inclusive remuneration package of R726 276 per annum [basic salary consists of 70% or 76% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Middle Management Service guidelines.
- CENTRE** : Chief Directorate: Sector Labour Relations and Planning
Directorate: Sector Labour Relations and Planning,
Pretoria.

REQUIREMENTS : *A three year Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Public Administration or Labour Relations and/or Human Resource management *At least 5 years experience in the Collective Bargaining and/or Transformation field with exposure to Collective Agreements governing the Public Service generally and Public Health and Social Development sector specifically *Knowledge of public service dispute resolution legislative framework, public service collective bargaining, understanding of transformation legislation and Human Resources management practices *Good organisational, presentation, interpersonal, project management, communication (written and verbal) and computer (Ms Excel, Ms Word and Ms Powerpoint) skills *Ability to meet deadlines *A valid driver's licence.

DUTIES : *Promote collective bargaining initiatives at National and Provincial level *Prepare draft collective agreements for the employer in the PHSDSBC *Prepare research papers on various mutual interest matters that are for negotiation at the PHSDBSC *Evaluate the efficacy of concluded collective agreements, and suggest areas of review *Prepare Ministerial submissions for mandates on mutual interest matters that are the subject of negotiations at PHSDBSC *Monitor the functioning of provincial chambers, recommend interventions where necessary and prepare reports for the Programme Manager: HR & MD.

ENQUIRIES : Adv Ngake at tel no 012 395 8621

CLOSING DATE : 27 June 2016