

## 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 (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert, 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: EMPLOYMENT RELATIONS (REF NO: NDOH 30/2016)**
- SALARY** : An all inclusive remuneration package of R726 276 per annum (basic salary consist 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 the Middle Management Service guidelines.
- CENTRE** : Chief Directorate: Health Sector Bargaining. Directorate: Employment Relations and Workplace Support. Pretoria
- REQUIREMENTS** : \*A three year Bachelor's degree/National Diploma or equivalent NQF 6 qualification in Labour Relations/ Human Resources/ B Com or Law \*At least five (5) years working experience in

initiating and chairing disciplinary hearings, conducting investigations and negotiations \*Knowledge and understanding of Labour Relation legal framework, dispute resolution processes, policy development and implementation \*Good communication (verbal and written), planning, problem solving, conflict management, leadership, organisational, presentation, financial management, time management, negotiation and computer skills (MS Office packages) \*A valid driver's licence.

**DUTIES** : \*Receive and record complaints and grievance submitted to the directorate \*Maintenance of discipline in the workplace, correction of unethical, unlawful and unacceptable behavior \*Conduct investigation on all reported incidents \*Manage the Employment Relations Unit \*Organise and manage records and statistics of all grievance and misconduct \*Manage externally referred disputes \*Record all externally referred disputes in the register and allocate representatives to all disputes \*Management of risk and audit queries.

**ENQUIRIES** : Adv M T Ngake at (012) 395 8621

**CLOSING DATE** : 20 March 2017

**CLOSING TIME** : 12h00 Midday

**MEDIA** : PSVC NDOH Website