

NATIONAL DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

APPLICATIONS: The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail

FOR ATTENTION: Ms M Shitiba

NOTE: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). 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). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. 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 18/2026)

SALARY : An all-inclusive remuneration package of R896,436 per annum [basic salary consists of 70% or 75% of total package], salary package will be structured according to Middle Management Service guidelines.

CENTRE : Directorate: Employment Relations and Workplace Support, Pretoria.

REQUIREMENTS : A Grade 12 Certificate and NQF 7 qualification in Labour Relations or Law as recognized by SAQA. At least three (3) years' experience at the Assistant Director level in labour relations and disciplinary hearings, conciliations and arbitration. Knowledge and understanding of labour legislation (Labour Relation Act, Basic Condition of Employment Act, Employment Equity Act, Skills Development Act). Knowledge and understanding of the Public Service Act, Regulations and collective agreement. Knowledge and understanding of policy formulation, interpretation, dispute resolution and conflict management as well as departmental policy and guidelines. Good communication (verbal and written), problem solving and decision making, planning, organising,

presentation, people management, facilitation and analytical thinking, research, interviewing, negotiation and computer skills (MS Office package). A valid driver's license.

DUTIES

: Manage and coordinate grievances within the department. Receive and record complaints and grievances submitted to the directorate. Manage disciplinary process in the workplace. Manage and conduct investigations on all alleged misconduct cases, perform disciplinary functions pertaining to misconduct and poor work performance. Manage and monitor the implementation of labour relations strategies, policies and procedures in line with Public Service Framework. Develop departmental strategies and systems relating to grievance and disciplinary mechanism, including policies, procedures and processes. Renders labour relations support services. Provide training and advocacy on labour-related matters in the department. Manage externally referred disputes. Manage resources, risk and audit queries. Organise and manage records of all grievance, misconduct and disputes. Represent the department in the Public Health Social Development Sectoral (PHSDSBC) National Bargaining Chamber, Bargaining Council and other Labour Relations forums. Facilitate consultative structure within the department and stakeholders. Facilitate mandating seek process on all matters that are related to disputes and collective bargaining. Facilitated the submission of labour relations reports to oversight institution e.g. Public Service Commission Establish and maintain good relationships with organized labour.

ENQUIRIES

: Mr S Mahlatjie at tel no: 012 395 8414

CLOSING DATE

: 9 March 2026