

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 vacancies@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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

POST : **DEPUTY DIRECTOR: EMPLOYMENT RELATIONS (ONE YEAR CONTRACT) (REF NO: NDOH 29/2026)**

SALARY : An all-inclusive remuneration package of R932 292 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, Location Northern Cape.

REQUIREMENTS : A Grade 12 certificate and NQF 7 qualification in Labour Relations / Labour Law. At least 3-5 years working experience at ASD level in labour relations, disputes, disciplinary hearing, conciliations, and arbitration. Knowledge of relevant legislation/policies/prescripts/circulars and procedures applicable to Labour Relations. Understanding of Labour legislation (LRA, BCEC, EE, Skills

Development Act). Understanding of policy formulation, interpretation, and procedures. Dispute Resolution and Conflict Management as well as Departmental Policy and Guidelines. Good communication (verbal and written), planning and organizing, conflict and problem solving, presentation and people management, facilitation and analytical thinking, negotiation and computer skills (MS Office package). Ability to plan, work independently and as part of a team. A valid driver's license.

DUTIES

: Manage and coordinate grievances within the department. Manage and monitor the implementation of the Public Service disciplinary procedures. Gather the necessary data/information and investigate the matter. Manage and disciplinary processes in the workplace. Manage and conduct investigations on all alleged misconduct cases, perform disciplinary functions pertaining to misconduct and poor work performance. Facilitate, manage and coordinate the handling of disciplinary matters. Submit a complete investigation report to the Director-General for approval. Facilitate the notice and allegation sheet to be served to the alleged transgressor. Manage and monitor the implementation of labour relations strategies, policies and procedures in line with the public services framework. Develop departmental strategies and systems relating to grievance and disciplinary mechanisms, including policies, procedures and processes. Create and manage a case management database on all Labour-related matters. Render labour relations support services. Provide training and advocacy on labour-related matters in the department. Represent the department conciliation and arbitration proceedings. Obtain mandate for the discussion of agenda items on the agenda. Obtain a mandate for the employer position on each agenda point. Manage externally referred disputes. Provide support and advice on the management and resolution of disputes. Manage labour disputes and provide support for litigation cases, in consultation with Legal Services. Manage resources, risk and audit queries. Plan all activities within the unit. Organise and manage records and statistics of all grievance and misconduct. Advise employees and managers on Labour related matters.

ENQUIRIES

: Mr S Mahlatjie at tel no: 012 395 8414

CLOSING DATE

: 1 June 2026