

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 : **DIRECTOR: EMPLOYMENT RELATIONS (ONE YEAR CONTRACT) (REF NO: NDOH 28/2026)**

SALARY : An all-inclusive remuneration package of R1 266 714 per annum [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

CENTRE : Directorate: Employment Relations and Workplace Support, Location Northern Cape.

REQUIREMENTS

: A Grade 12 certificate and an NQF level 7 degree in Labour Relations / Labour Law. At least five (5) years' working experience at middle/senior management level in Labour Relations. Proven experience in grievance, disciplinary procedures and processes, dispute resolutions, hearing, conduct investigations as well as negotiations. Knowledge of PFMA, Treasury Regulation, and other financial prescripts. Thorough understanding of labour relation principles, practices and procedures. Knowledge on relevant legislation, policies, prescripts, circulars and procedures applicable to labour relations. Knowledge and experience in policy development and analysis. Good strategic capability and leadership, people management and empowerment, programme and project management, financial and change management, service delivery innovation and communication (written and verbal) skills. Ability to compose and provide comprehensive reports, research, analyse documents and/or information and advice. Valid driver's license. The SMS pre-entry certificate is required for appointment finalization.

DUTIES

: Initiate and provide strategic direction in the implementation and promotion of employment relations programmes and interventions. Manage, oversee and monitor the implementation of the Public Service grievance and disciplinary procedures. Ensure finalisation of all grievances and complaints received from employees in the Department and stakeholders, respectively. Facilitate and manage the resolution of disputes and misconduct processes. Manage labour disputes and provide support in litigation cases, in consultation with Legal Services. Provide strategic support on labour relations services. Manage and ensure effective provision of research, advice and opinions. Facilitate and present the department at Council and Chamber levels. Promote sound labour relations practices. Establish and maintain good relationships with organised labour. Manage investigations and complaints lodged and related to fraud, corruption, and maladministration. Manage compliance and ensure the development and review of labour relations and dispute management prescripts and related labour relation policies. Manage the implementation of labour relations prescripts through provision of technical advice, support and guidance. Provide support and advice on the management and resolution of disputes arising from implementation and interpretation of collective agreement and prescripts. Manage investigations and complaints lodged related to fraud, corruption and maladministration. Facilitate the appointment of investigators and collate the necessary documents for investigations and complaints lodged. Provide overall management of the directorate. Manage finances in line with the PFMA. Facilitate the costing of a functional Labour Relations unit for the department. Ensures that remedial actions identified by AGSA and internal auditors are attended to, promptly. Develop and implement risk management plan..

ENQUIRIES

: Mr S Mahlatjje at tel no: 012 395 8414

CLOSING DATE

: 1 June 2026