



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20231106/1259
Advert Reference Number:	DOT 153/2023
Job Title:	SENIOR LABOUR RELATIONS OFFICER
Job Level:	SALARY LEVEL 8
Vacancy Type:	Internal & External
Salary:	R 359 517 PER ANNUM
Department:	KZN TRANSPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
Number Of Posts:	1

Duties/Responsibilities:

.Investigate cases of misconduct, grievances and represent the Department in conciliation and arbitration.
.Provide training / workshops and conduct awareness campaigns to Line Managers, Supervisors and employees on Labour Relations processes within the Department.
.Supervise staff and provide the Secretarial role in the Departmental Task Team (DTT) / Bargaining Forum in the Department.
.Provide advice and assistance on procedures and legislative framework to Line Managers and employees on labour related matters.

Qualifications and Experience:

.An appropriate undergraduate qualification in Human Resource Management / Development / Labour Relations / Industrial Sociology (NQF Level 6); plus
.A minimum of 3 years' experience within a Labour Relations environment; plus
.Possession of a valid driver's licence (minimum code B).

Essential Knowledge, Skills and Competencies Required:

.Understanding of policy research, analysis and development processes.
.Broad knowledge of Human Resources Management policy and procedures.
.Understanding Human Resource Management prescripts applicable in the Public Service.
.Knowledge of Labour Relations Act, 1995.
.Knowledge of computer based Human Resources Management information systems.
.Knowledge of Public Service reporting procedures and work environment.
.Ability to interpret and apply policies.
.Knowledge of the Constitutional Court, Labour Court and Arbitration award rulings.
.Knowledge of content of Collective Agreements.
.Understanding of dispute resolution procedures.
.Understanding of 'Rules for Dealing with Grievance of Employees in the Public Service'.
.Knowledge of conciliations represented, and outcomes monitored, number of grievances / disputes lodged and resolved satisfactorily.
.Analytical and innovative thinking skills.
.Basic research skills.
.Report writing and formulation skills.
.Workshop presentation and facilitation skills.
.Computer literacy.
.The ideal candidate should demonstrate an interest in Human Resource Management and related fields, policy development and improvement and be team-work orientated. He/she should also be receptive to suggestions and ideas and be an innovative thinker, timeous, a problem solver, innovative, efficient, accurate, service delivery orientated and reliable.

Additional Information

ENQUIRIES: Mr S Mpangeva Tel. No.: 033 - 355 8723

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 21 Nov 2023

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a)The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b)If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c)Applications received after the closing date will not be considered.
- d)Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e)Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f)Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g)It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h)Only candidates who meet the requirements may apply.
- i)Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j)Applications from Recruitment Agencies will not be considered.
- k)Applications sent to incorrect email address will not be considered.
- l)The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m)The appointed candidate shall be required to sign a performance agreement.
- n)Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o)The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.