



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES MANAGER: EMPLOYEE RELATIONS

Remuneration Package R 697 011.00 per annum (All-incl.)

Reference: (Ref. S045/2018)

Pretoria

The incumbent will be required to: Facilitate, organise, conduct training and development programmes on employee relations and employment equity and related processes for employees, and engage external service providers

Qualifications and experience requirements: A National Diploma /Degree in Labour Law/ Employee Relations/Industrial Relations • 4 years' experience in labour or employee relations at a managerial level • Knowledge and experience as a methodical operator and an astute problem solver • Experience in the drafting and implementation of policies and procedures.

Some key outputs include: Manage, coordinate and monitor the implementation of labour relations policies and procedures • Design appropriate interventions to build internal capacity in terms of labour relations • Develop and implement labour relations strategies to ensure Departmental compliance • Align consultative structures with trade unions including the Departmental Bargaining Chamber • Liaise with all stakeholders including senior managers, Department of Labour and all Public Service Bargaining Councils. • Promote sound labour processes including effective management of dispute settlement, grievances and discipline • Represent the Department in relevant forums including conciliation and arbitration at the CCMA or Bargaining Councils • Facilitate and assist internal stakeholders with the development and implementation of employee relations strategies, operational policies that comply with prescribed Labour Relations statutes • Provide expert labour relations advice to managers and employees • Maintain awareness

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by a fully completed Z83 (non-negotiable) comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail address mentioned. Kindly note: applications that are not accompanied by a fully completed Z83 will not be considered including late applications. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts 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. Successful candidates will be appointed on probation for the period of twelve (12) months to the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 1 month of the closing date, please regard your application as unsuccessful.



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of, and communicate to the Department any relevant changes in all labour legislations • Determine and implement EE needs in consultation with Divisional Heads • Identify priority areas for intervention and advice on corrective action

Applications may be sent via e-mail to recruit.cs@treasury.gov.za closing date: 14 September 2018 at 12:00.

For further information regarding the positions please visit our careers page <http://www.treasury.gov.za/careers/default.aspx> or contact: Ms Caroline Modibane on 012 315 5092.

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