

# Department of Education

## Director: Labour Relations

### Directorate: Labour Relations

**Salary: R1 073 187 per annum, All-inclusive remuneration package (SL13)**

**• Ref no: K33997 • Mmabatho**

**Requirements:** • An undergraduate qualification (NQF level 7) as recognised by SAQA in Labour Relations and/or Education Management or equivalent • 5 years' experience at middle/senior managerial level in the spheres of labour relations and labour law • Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme) • A valid driver's license.

**Expert knowledge of:** • The legislative and regulatory environment informing labour relations, including but not limited to:- The Collective Bargaining Framework • Disciplinary, Grievance and Dispute Resolutions procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Conditions of service dispensation for Senior Management Services.

**Core management competencies:** • Strategic capability and leadership skills • Client orientation and customer focus • Financial management • People management and empowerment • Communication • Proven report-writing and presentation skills • Proven computer literacy, including MS Word, MS Excel and MS PowerPoint.

**Key performance areas include, inter alia:** • Ensure provisioning of effective grievance management services • Ensure provision of effective dispute resolution services • Facilitate Collective Bargaining and Action • Manage employees behaviour management services • Directorate administration, management and control.

**Enquiries:** Mr M M Keetile, tel. (018) 388 3426/27

## General Instructions

**Note:** In terms of the Departmental Equity Plan, females and persons with disabilities will receive preference. The Department is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the Department through the filling of this post. Candidates whose transfer/promotion/appointment will promote the aforementioned will receive preference. A clear indication in this regard will facilitate the processing of applications. Correctly completed and signed applications must be submitted on the new Z83 Form, obtainable from any Public Service Department and be accompanied by certified copies of formal qualifications, ID and comprehensive Curriculum Vitae (which must include a minimum of 3 referees).

**Please note:** It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiry persons to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful.

**The Department reserves the right not to make any appointments to the advertised post.**

Applications should be forwarded to **The Superintendent-General, Department of Education, Private Bag X 2044, Mmabatho, 2735, for attention: Sub-Directorate: HRM – Recruitment Section (Alternatively, Hand Deliver at the main gate - Old Mmabatho High Hostels), Chief Albert Luthuli Drive. Contact Numbers for further assistance: Tel. (018) 388-4016/4102/2088/2165.**

**Closing date: 18 March 2022**

(Posted applications must reach the Department by 16:00 pm on the closing date, otherwise they will not be considered.)



**education**

Lefapha la Thuto la Bokone Bophirima  
Noordwes Departement van Onderwys  
North West Department of Education  
**NORTH WEST PROVINCE**