

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.



<u>APPLICATIONS</u>	:	To	apply	visit:
			https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs	
<u>CLOSING DATE</u>	:		03 November 2023 at 12:00 am (Midnight)	
<u>NOTE</u>	:	The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we no longer accept applications via email or hand delivered/post. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.		

OTHER POST

<u>POST 38/95</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: S114/2023</u>
		Division: Corporate Services (CS)
		Purpose: To coordinate, facilitate, organise and conduct training and development programmes on employee relations and employment equity related processes for employees and engage with labour as well as external service providers.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum, (all-inclusive remuneration package)
	:	Pretoria
	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Labour Law or Employee Relations or Industrial Psychology. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in Labour or Employee Relations. Experience in employee relations matters including mediation processes. Knowledge and experience as a methodical operator and an astute problem solver. Experience in the drafting and implementation of policies and procedures.
<u>DUTIES</u>	:	Some key outputs include: Employee Relations, EE Programmes and Capacity Building: Manage, coordinate and monitor the implementation of employee relations policies and procedures. Design appropriate interventions to build internal capacity in terms of employee relations and EE. Develop and implement employee relations and EE strategies to ensure Departmental compliance. Provide advisory service to the Departmental Transformation Committee and the EE Manager. Collective bargaining and conflict resolution: Align consultative structures with trade unions including the Departmental Bargaining Chamber. Liaise with all stakeholders including senior managers, Department of Employment and Labour, as well as the Public Service

Bargaining Councils. Promote sound employee relations 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 Advice in compliance with legislation: Provide expert labour relations advice to managers and employees. Maintain awareness of and communicate to the Department any relevant changes in all labour legislations. Provide and maintain guidelines for the EE Plan. Initiate EE compliance and effective Transformation Committee meetings. Maintain a supportive and constructive EE culture. Facilitation of Transformation: Determine and implement EE needs in consultation with Divisional Heads. Identify priority areas for intervention and advice on corrective action. Benchmark/ Network with other government departments to ensure a strategic relationship and uniformity in the application of labour legislations. Manage the implementation affirmative action's interventions. Involvement in ensuring EE compliance including effective EE committees.

ENQUIRIES

: enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za