



FREE STATE PROVINCE

# FREE STATE PROVINCIAL GOVERNMENT

*The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

## DEPARTMENT OF TREASURY

**Directions to applicants** Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Candidates who apply for posts on salary level 9 and higher will also be subjected to a competency assessment as well as a practical test. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

### **APPLICATIONS FOR THE DEPARTMENT OF FREE STATE PROVINCIAL TREASURY TO BE SUBMITTED TO:**

The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N Mchabasa, Provincial Government Building, Tel No: (051) 405 4274 or deliver by hand to Ms. Mchabasa in Room 426(b), Provincial Government Building, Bloemfontein.

**CLOSING DATE: 31 MAY 2013**

### **ASSISTANT MANAGER: LABOUR RELATIONS**

**REFERENCE NO: FSPT 003/13**

**SALARY:** Salary level 9 – A basic salary of R 252 144 per annum.

**CENTRE:** BLOEMFONTEIN

#### **REQUIREMENTS:**

Degree/Diploma in Labour Relations. Experience in undertaking research, drafting of legislation, analyzing information, making recommendations and preparing detailed reports.

#### **RECOMMENDATION:**

Knowledge of the Public Finance Management Act, Municipal Finance Management Act, Public Service Act and Public Service Regulations. Interpretation of the law. Policy analysis and development.

**DUTIES:** Conduct training regarding new labour relations matters for the Department. Conduct investigations and attend to all misconduct and grievance cases. Assist with the development of Labour Relations policies and frameworks and ensure compliance thereof. Represent the Department in bilateral discussions with Organized Labour. Render advice on labour relations to management and employees within the Department. Represent the Department in conciliation and arbitration hearings.

**ENQUIRIES:** Mr. Mr. M Mthethwa (051) 405 5031