



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 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.

POST: ASSISTANT MANAGER: LABOUR RELATIONS
REFERENCE NO: FSPT 021/12

SALARY: Salary level 9 – A basic salary of R221 058 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- A relevant three year degree/ diploma in Labour Relations or equivalent qualification with appropriate experience in labour relations. Knowledge of dispute resolution.

RECOMMENDATION

- Knowledge of the Public Finance Management Act, Municipal Finance Management Act, Public Service Regulations, Departmental policies and procedures and Labour legislation relevant to the post (Compensation for Occupational Injuries & Diseases Act, Occupational Health & Safety Act, Employment Equity Act, Labour Relation Act and Basic Conditions of Employment Act).

DUTIES:

- Conduct training regarding labour relations matters in the Department.
- Conduct labour relations investigations and attend 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 Unions.
- Render advice on labour relations to management and employees within the Department.
- Represent the Department in conciliation and arbitration hearings.
- Monitor strikes.

ENQUIRIES:

Mr. M Mthethwa(051) 405 5031

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 Room 426(b), Provincial Government Building, Bloemfontein.

CLOSING DATE: 20 July 2012