



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**Tshwane South
TVET College**

"achieve the future"

VACANCY LIST

Tshwane South Technical Vocational Education and Training (TVET) College has the following vacancy:

SUPPORT STAFF POST				ENQUIRIES	
POST DESCRIPTION	POST NUMBERS	POST LEVEL	MINIMUM REQUIREMENTS	DUTIES	
Assistant Director Labour Relations	PS 02/09/19	SL9	<ul style="list-style-type: none"> ✓ Recognised three (3) year tertiary qualification or an equivalent qualification on NQF Level 6 (National Diploma/Bachelor's Degree). ✓ Minimum of five (5) years' working experience in the Human Resource Management or Labour Relations. ✓ Minimum of two (2) year supervisory experience. ✓ Valid driver's licence. ✓ Computer literacy (MS Package). ✓ Good Communication skills (written and verbal) and interpersonal skills. ✓ Good communication skills ✓ Proven knowledge of public service 	<ul style="list-style-type: none"> ✓ Manage the Labour Relations unit of College. ✓ Promote sound Labour Relations. ✓ Assist with formulation, implementation and monitoring of policies and procedures to ensure effective and efficient Labour Relations in the institution. ✓ Effective management of discipline and dispute resolution processes. ✓ Effective management of grievances within the College. ✓ Monitor and evaluate Labour Relations processes. 	Mr. T Makua (012) 401 5120

J.C.

		<p>regulations, prescripts and Acts.</p> <ul style="list-style-type: none"> ✓ Proven management and leadership abilities. 	<ul style="list-style-type: none"> ✓ Represent the College at the disciplinary hearing, Conciliation and Arbitrations. ✓ Compile and submit monthly reports/statistics. ✓ Ensure the effective and efficient utilization of resources allocated to the Sub-Component, including the development of staff. ✓ Conduct research on labour relations matters. ✓ Provide support to Human Resource Management Unit and College management. ✓ Manage the implementation of disciplinary hearing outcomes, grievance, misconduct, incapacity, conciliation and arbitrations. ✓ Advise management on Labour Relations Policy areas. ✓ Perform any other duties assigned by the Accounting Officer.
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NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (certification must not be older than three (3) months and no copy of a copy will be allowed, attach academic record), ID and Curriculum Vitae. Please take note that correspondence will only be conducted with short-listed candidates. If you are not contacted within three (3) months after the closing date, please consider your application unsuccessful.

Please indicate the reference number and position you are applying for on your application form and forward your application to: The Human Resources Department, Tshwane South TVET College, PO Box 151, PRETORIA, 0001, or hand deliver to the HR Offices on Campus level or at the Tshwane South TVET College Central Office 85 Francis Baard Street Pretoria, 0001. Faxed and e-mailed applications will not be accepted.

NB: Failure to sign Z83, write the correct reference number and attach all the necessary certified documents required by the advertisement your application will not be considered.

Closing date: 11 September 2019

Handwritten signature and initials in black ink. The signature is a large, stylized cursive script. To its left, there are several smaller handwritten marks, including what appears to be a date '11/9' and some initials.