

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HUMAN SETTLEMENTS**

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

- APPLICATIONS** : Head: Human Settlements, Human Resource Management Directorate. P.O Box 247, Bloemfontein 9300 OR Applications that are hand delivered must be brought to the foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, or Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building. or Candidates may apply via email: recruit@fshs.gov.za (on Subject of email kindly specify the rank and reference number of the position you are applying for).
- CLOSING DATE** : 18 July 2025 Time: 16H00
- NOTE** : Directions to applicants: Applications must be submitted on the new prescribed form Z.83, obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information on the form. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z 83 and the detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should the applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their application. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Applications received after closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their inquiries to the relevant person as indicated in the advertisement. Note: shortlisted candidates will be subject to criminal record check, citizenship verification, financial /asset record check, qualification /study verification and previous employment verification. Faxed or late applications will NOT be accepted. If you are not contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 22/220** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: HS 06/ 2025**
- SALARY** : R896 436 per annum. (Level 11) An all-inclusive package, the remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque, motor car allowance, homeowner's allowance and medical aid assistance.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate coupled with a Bachelor's degree (NQF 7) in Labour Law/ Labour Relation/ Human Resource with Industrial Relations or equivalent qualification. Minimum of 3 -5 experience at junior or middle management level in relevant labour/ employee relations environment. Certificate for Investigating Officer and Certificate for Presiding Officer will be added advantage. Computer literacy and a valid driver's license. Computer literacy in Microsoft Office packages, especially Word, PowerPoint and Excel. Good communication skills (verbal and written). Conflict resolution skills. Good analytical skills.
- DUTIES** : Develop labour relation policies. Develop labour relation strategies. Improve operational labour relation methods. Manage the investigation of misconduct and grievance cases to advise appropriately thereon. Manage misconduct cases, grievances and disputes. Manage misconduct procedures. Manage grievance procedures. Manage dispute procedures. Facilitate the institution of disciplinary action (progressive and formal hearings). Advise management on all labour relations matters in order to minimize unfair labour practices. Advise

on disciplinary procedures. Advice on grievance procedures. Advise on dispute procedures. Represent the Department in bilateral discussions with organized labour unions. Oversee the implementation of arbitration awards and collective agreements. Provide information sessions on labour relation matters to senior management. Represent the Department in processes of Conciliation and Arbitration. Perform and manage administrative and related functions. Ensure compilation of and submit monthly and quarterly progress and technical reports (functional and support related e.g. work plans for PMDS). Manage and control personnel and assets. Determine specifications for procurement of goods and services. Comply with the Public Service prescripts. Develop a business plan and action plan for the sub-directorate. Develop and implement a Service Delivery Improvement Programme, for the sub-directorate. Manage and ensure the development of all the human resources in the sub-directorate. Financial management of the cost centre (i.e. sub-directorate). Ensure the development and maintenance of databases
HR: Mr. T.A. Reachable Cell: 062 080 3045

ENQUIRIES

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