

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Applications must be submitted online at dha-erecruitment-publicportal.azurewebsites.net or send to the correct address specified at the bottom of the posts, on or before the closing date.
- CLOSING DATE** : 15 August 2025
- NOTE** : Applications must be accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za, citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. Shortlisted candidates are required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only.

OTHER POST

- POST 26/77** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: HRMC 27/25/1 (X1 POST)**
This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.
- SALARY CENTRE REQUIREMENTS** : R468 459 - R551 823 per annum (Level 09), (A basic salary)
: Northern Cape: Provincial Manager's Office
: An undergraduate qualification in Labour Relations or Labour Law at NQF level 6 as recognized by SAQA. 3 Years' experience as Labour Relations Officer or Practitioner. Knowledge of Human Resources Regulatory Framework. Knowledge of Labour Relations Act, 66, 1995. Knowledge of Collective Bargaining. Knowledge of relevant Departmental Legislation and prescripts. Knowledge of the Public Service Act and Regulations. Knowledge of DPSA guidelines. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Capability and Leadership. Client Orientation and customer focus. Time Management and ability to meet deadlines. Good verbal and written communication, as well as report writing and presentation skills. Problem-solving and Analytical skills. Program and project management. Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Decision making. Accountability. Interviewing skills. Planning and organizing. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate the implementation of misconduct and disciplinary processes in the Province. Represent the Province at all disciplinary hearings. Provide expert advice in the Province on disciplinary and misconduct matters. Establish partnerships and constantly liaise with provincial external stakeholders on labour related matters on recognized Labour unions. Represent the Department in disputes and facilitate the acquisition of evidence and witness for arbitration matters. Facilitate labour related programmes, collective bargaining, grievance resolution and dispute management process in the Province. Respond to complaints, grievances and appeals adhering to all regulatory, accreditation and internal processing timelines and guidelines.

Co-ordinate and participate in the Provincial Consultative Forum (PCF). Conduct research on case law, adjudication trends and developments in labour law and labour relations. Prepare and submit reports on grievances, disputes and misconduct cases to Head Office on a weekly basis. Represent the Department in mediation, conciliation and arbitration matters. Build and maintain relationships with various stakeholders. Benchmark with various institutions for best practice. Provide expert advice to the Province on Labour Relations matters. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES
APPLICATIONS

- : Northern Cape: Ms S Botha Tel No: (053) 807 6700
- : Applications compliant with the "Directions to Applicants" above, must be submitted online at dha-erecruitment-publicportal.azurewebsites.net or sent to the correct address specified as follows:-Northern Cape: Postal Address: Private Bag X6073, Kimberley, 8300 Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300.