

*paying the right social grant, to the right person,
at the right time and place. NJALO!*



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SOUTH AFRICAN SOCIAL SECURITY AGENCY

SASSA is a dynamic organisation that provides a range of essential services to a diverse group of South Africans. With offices countrywide, our operational structures aspire to embrace all that is state-of-the-art, offices that are modern and an environment designed to stimulate the worker to achieve, enjoy, progress and prosper.

EXTERNAL ADVERT

WESTERN CAPE REGION

MANAGER: LABOUR RELATIONS

Salary: R733 257 – R863 748 (SL 11) p/a inclusive of benefits.

Location: Regional Office, Cape Town – **(REF:MGR2020LR)**

Minimum Requirements: Candidates should hold a relevant B Degree/National Diploma in Human Resource Management / Public Management with a post graduate qualification Labour Law or LLB coupled with 1-2 years management experience in the relevant field; Computer literacy and a valid driver's license are essential.

The incumbent will be responsible for Assisting with Collective Bargaining in the Region; Represent SASSA at the Regional Consultative Forum; Develop and prepare negotiation/consultation documents; Provide a secretariat service; Manage and facilitate labour relations cases in respect of dispute resolution, grievances and disciplinary cases within the Region; Conduct research on matters event(s); Arrange for hearings, record keeping and management of knowledge; Ensure compliance with legislative time frames in respect of grievances, disputes and disciplinary matters; Assist investigator's and employers' representative's with high level investigations; Monitor cost implications of labour cases; Advise on case law and jurisprudence; Prepare arguments for CCMA and Labour Court; Maintain a database on labour relations cases; Provide advice on labour relations matters; Advise management on resolving grievances, disciplinary and other labour relations matters; Facilitate labour relations training within the Region; Maintain a training database; Provide leadership and management to the sub-unit; Participate in the development of the department's business plan; Manage day to day operations; Assist with the development of an operational plan of the sub-unit; Manage resources; Manage the sub-unit's performance; Providing inputs to the budget; Controlling assets of the sub-unit; Monitor the expenditure of the sub-unit; Ensure adherence to Section 57 of the Public Finance Management Act (PMFA, Chapter 6, Part 3).

Preference will be given to Persons with Disability/Coloured Females, African Males followed by White Males respectively as at the time of appointment.

Toll free: 0800 60 10 11
www.sassa.gov.za

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social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA



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Important notes: All these positions are advertised with minimum requirements. Appointment will be subject to a compulsory pre-employment screening in the form of qualification, reference, ITC, criminal checks and compulsory competency assessment (where applicable). It is our intention to promote representivity in terms of race, gender and disability through the filling of these posts and candidates whose appointment will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. SASSA is under no obligation to fill a post after the advertisement thereof. All SASSA staff are subject to compulsory Security Vetting on appointment. **Closing date: 09 October 2020 @ 16:00.**

Applicants interested in applying for these posts should send their applications via email to: **WC-Applications@sassa.gov.za.**

Applications must be limited to: Covering letter, CV, copy of ID, Driver's licence, Matric certificate and highest tertiary qualification (indicating NQF level), if applicable.

The Reference Number to be included in the Subject heading of your e-mail.



Only one attachment / application per e-mail. All the above documents to be scanned in black & white only – no separate documents will be allowed.

Strictly applications meeting the above criteria will be considered.

Enquiries: Ms Zanele Ngcanga – 021 469 0448 / Ms Eurica Potgieter – 021 469 0455.

If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful.

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