

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



**sassa**  
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: NORTH WEST

**Practitioner: Labour Relations (X1)**  
**Salary: R 321 543.00 – 378 765 p.a. inclusive of benefits**  
**Location: North West Regional Office - Mahikeng (SAS NW 15/2021)**

**Minimum Requirements:** Candidate should hold a relevant Diploma (NQF Level 6) / Degree ((NQF Level 7); 2-3 years' experience in the relevant field; Computer literacy is essential / prerequisite; Knowledge of Public Service legislations and Human Capital Management processes; Understanding of CCMA rules and processes will be an advantage; Computer literacy and a valid driver's licence are essential.

**Duties:** The incumbent will conduct investigations on misconduct allegations and grievances and draft comprehensive reports; Provide Labour Relations advice in terms of Disciplinary Cases, Grievance cases and Dispute resolution. Assist in conducting research and preparation for CCMA hearings; provide advice on Labour Relations policies, prescripts and guidelines. Assist with the facilitation of Labour Relations training and maintain a training database. Maintain a support database for Labour Relations cases in the Region. Support the Labour Relations Unit with administrative matters. Collate, analyse data and formulate management information reports on misconducts cases, grievances, appeals, and disputes; Supervisory functions: Supervision of staff, Leave, Staff development and training, Disciplinary matters and Performance appraisal in terms of the PMDS.

**EE Preference is as follows: African Female followed by Person with disability and White Male respectively as at the time of appointment.**

**Important notes:** All these positions are advertised with the minimum requirements. Appointments will be subjected to 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 this post and candidates whose appointment will promote representivity will *receive* preference. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA) prior to the selection process. SASSA is under no obligation to fill a post after the advertisement thereof. **Please note:** All SASSA staff are subjected to compulsory security vetting on appointment. Should candidates wish to apply for more than 1 post, separate application forms should be completed and sent to the relevant SASSA office on or before the **Closing date: 04 February 2022 at 16:00.**

Applicants interested in applying for this post should send their applications (a new Z83 form, detailed CV and Copy of highest qualification only) quoting the relevant reference number to the relevant address and position name as per the advert to **TshegofatsoApplications@sassa.gov.za**. Kindly note that other documents e.g. certified copies of Certificates, ID and Driver's Licence etc. should be submitted upon request.

**Enquiries: Mrs Tshegofatso Tsimbe (018 397 3307)**

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

Toll free: 0800 60 10 11  
[www.sassa.gov.za](http://www.sassa.gov.za)

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social development  
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