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## DIRECTORATE: HRM

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Ref : 3/3/3  
Enq : Ms N.Y.P Mochekeo  
Tel : 018-387 2336  
Email : [NYmochekeo@nwpg.gov.za](mailto:NYmochekeo@nwpg.gov.za)

### CIRCULAR NO. 03/2009

#### 1. INTRODUCTION AND GENERAL MEASURES

- 1.1 The contents of this circular must be brought to the attention of all employees on the payroll of Departments in the Public Service.

#### 2. DIRECTIONS TO APPLICANTS

- 2.1 Interested persons must submit applications on Z83 form obtainable from any Public Service Department, accompanied by a comprehensive CV with certified copies of qualifications, skills, competencies/experience and certified copy of ID.
- 2.2 It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applicant's educational qualifications will be verified, and references will be checked.
- 2.3 Enquiries regarding any advertised posts in this circular must be directed to the relevant person as indicated in the advertisement.
- 2.4 Faxed, e-mailed and late applications will not be accepted.
- 2.5 The Department reserves the right not to make an appointment. Short-listed applicants must be available on the date, time and venue as will be determined by the Department. If you have not heard from the Department within three months after the closing date, please regard your application as unsuccessful. Correspondence will be limited to short-listed candidates only.
- 2.6 **Please note: Short-listed candidates will be subjected to a process of security clearance and qualification verification.**

- 2.7** The Department of Public Works in the North West Province is an Equal Opportunity, Affirmative Action Employer that observes Employment Equity. People with Disabilities are encouraged to apply.
- 2.8** Forward your applications to the Head of Department as follows:

**The Regional Director: Southern Region**  
**Attention: Mr. K.K. Gill**  
**Department of Public Works**  
**Private Bag X 918**  
**POTCHEFSTROOM**  
**2520**

**Closing Date: 03 April 2009**

**Post** : **Assistant Director: Labour Relations**  
**Salary** : **Level 9 (R 174 243-00 per Annum)**  
**Centre** : **Southern Regional Office (Potchefstroom)**  
**Ref No** : **1/03/04/2009**

**Requirements** : \*A Diploma/degree in Labour Relations or appropriate M+3 or Appropriate equivalent qualification \*3 years practical post qualification experience in the field of Labour Relations \*Good verbal and written communication skills \*Computer literacy (Microsoft packages) \*Knowledge of the relevant Labour Legislation and Public Service policies on Labour Relations \*Knowledge of and the ability to interpret directives and guidelines on Labour Relations \*Research, communication, negotiation and Projects Management skills \*A valid driver's license \*Good interpersonal skills.

**Duties** : \*Represent the Region on workplace forum meetings and all relevant bargaining structures \*Develop, communicate and monitor the Labour Relations policy framework and procedure \*Ensure management and staff awareness of Labour Legislation, policy and procedure \*Provide support in respect of procedures related to misconduct, discipline and grievances \*Liaise with employee Labour Unions \*Supervise and train sub-ordinates and other employees in the Directorate \*Handling EAP (Employee Assistance

Programme) \*General administration functions (monthly reports, Leave Administration and PMDS).

**Enquiries : Mr K K Gill, tel (018) 293 9000**

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**DIRECTOR: HRM  
MR. P.J. MOREMEDI**

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**DATE**