



PHSDSBC

Public Health and Social Development
Sectoral Bargaining Council

INTERNAL/EXTERNAL ADVERTISEMENT

TEMP-DISPUTE MANAGEMENT OFFICER

Introduction

1. The Public Health and Social Development Sectoral Bargaining Council (PHSDSBC) is designated in section 36 of the Labour Relations Act, 66 of 1995, to promote labour peace through constructive collective bargaining and expeditious resolution of disputes.
2. The PHSDSBC has a four-month Temporary Dispute Management Officer position.

Directions to candidates

3. **Closing date:** 22 November 2023 at 16h00.
4. **Note:** The application must include a detailed Curriculum Vitae, Certified copies of not older than three (3) months of the following:

4.1. Identity Document, Grade 12 Certificate, and the highest required qualification.

Please do so to ensure your application is not disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). The applicant must have all foreign qualifications evaluated by SAQA and provide proof of such evaluation report (only when shortlisted). Foreign applicants should also attach copies of their work permits.

5. Applications: Please ensure that you submit your application to:

<https://phsdsbc.mcidirecthire.com/Internal/Job?Ref=jAmAoJBFW1KRvE0jytsn4nC4vGlJJYDdv0KIFBvRohMiuB4i5DOQmdyzoVoM24EvRE2v6KGjg2m7i7F8nTglBg%3d%3d>

before the closing date, as no late applications will be considered.

6. Due to the large number of applications, we envisage receiving applications, will not be acknowledged. Should you not be contacted within thirty days of the closing date of the advertisement, please consider your application unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the PHSDSBC be affected by any process such as, but not limited to, restructuring or reorganisation of positions, the PHSDSBC reserves the right to cancel the recruitment process and re-advertise the post at any time in the future.

7. Important: PHSDSBC is an equal opportunity and affirmative action employer. We intend to promote representativity in PHSDSBC through the filling of posts. The PHSDSBC reserves the right not to fill a position.

8. The successful candidate will be subjected to undergo security vetting. PHSDSBC will conduct reference checks which may include the social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, discipline, or any other allegations or investigations against them. Should this be uncovered during/after the interview, the application will not be considered, and in the unlikely event that the person has been appointed, such appointment will be terminated.
9. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate must enter into an employment contract and sign a performance agreement with the PHSDSBC.
10. All applicants are required to declare any conflict or perceived conflict of interest and disclose memberships of Boards and directorships that they may be associated with.

Details of the post

11. **Post:** Temporary Dispute Management Officer. Reference number: 22/11/2023/DMO/03
12. **Duration:** Temporary (04 Months)
13. **Basic Salary:** Level 8, Notch 01 (R31 744.47) per month.
14. **Centre:** Gauteng (Centurion).
15. **Requirements:** Applicants must have a Grade 12 certificate and a Diploma/Degree in Labour Relations/ Labour Law.
16. A minimum of three (3) years' proven experience in coordination of Dispute Resolution processes and provision of labour relations expertise or undergone an internship program in dispute management.

17. Experience of scheduling conciliations and arbitrations in the case management system will be an added advantage.

18. Competencies: Minute and report writing, labour relations updates, interpersonal, communication, typing, organizational, coordinating, time management and problem-solving.

19. Critical performance areas: To render an efficient and effective dispute management administration functions of the Dispute Management by ensuring adherence to prescribed turnaround times on Labour Court and Claims.

20. Enquiries: Enquiries on the above position must be directed to: HR Unit, Tel no: 012 765 5100.