



higher education  
& training  
Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



## VACANCY ADVERTISEMENT: EXTERNAL

Thekwini TVET College invites suitably qualified and experienced officials to apply for the following contract post.

- 1. Labour Relation Practitioner SL 7 X1**  
**12 Months Contract**  
**Central Office**  
**Ref: CO 01/12/2021**  
**Notch: R257 508.00 PA**

**Requirements:** •Matric certificate or equivalent •A recognized REQV13 qualification in Labour Relations/ Employment Relations/ Human Resource Management or equivalent qualification •Minimum 2-3 years' experience in Labour Relations or Human Resource Management environment or related field. •Computer literacy (MS Office) •Knowledge of Labour Relations Act, Public Services Legislations and Policies related to human resource management •Sound knowledge of Labour Relations statutes •Knowledge and understanding of the TVET administration •Leadership and management skills, good communication skills and interpersonal skills •Problem solving •Ability to maintain high level of confidentiality •Knowledge of Persal System •Knowledge and understanding of bargaining process and dispute resolutions •Sound knowledge of International Labour Organization (ILO) •Valid driver's license will be advantageous.

**Key Result Areas:** •Maintain and promote sound employment relations in the College •Conduct investigations and facilitate the resolution of disciplinary cases, grievances and dispute processes •Represent the employer in the disciplinary hearings, disputes and facilitate the Implementation of litigation outcomes •Ensure engagement between organized labour and management of the College •Capture and update Persal and database on grievances, disputes, misconduct and collective bargaining •Prepare reports for management of on employee relations issues •

**CLOSING DATE AND TIME: FRIDAY, 21 JANUARY 2022, 13H30 PM**

**TO BE INCLUDED IN THE APPLICATION:**

- Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document)), which must be completed in full, originally signed and dated by the applicant
- Applications must be accompanied by a covering letter clearly indicating experience in the post applying for, a detailed Curriculum Vitae
- Copies of Qualifications and **Academic Record indicating subjects passed**, Identity Document, and Drivers Licence (where applicable)
- A copy of the SAQA certificate of verification of qualifications must be attached for all foreign qualifications.

**IMPORTANT:**

- Thekwini College is an equal opportunity employer
- The College reserves the right not to make an appointment in these positions.
- Correspondence will be limited to short-listed candidates only.
- All successful candidates will be subjected to qualifications verification before appointment
- Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**APPLICATION SUBMISSION:**

Please apply through [www.pnet.co.za](http://www.pnet.co.za)

**We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the Pnet website and upload all documents required per advert.**

**Enquiries:**

Ms. Vuyiswa Madonda 031 250 8408

NB: All applications to include ALL required documentation as listed above. Incomplete applications **WILL NOT** be considered.