



Internal and external Advertisement

TEMPORARY POSITION - DISPUTE MANAGEMENT: OFFICER CONCILIATION

Basic Salary: R17 863.00 per month

The General Public Service Sector Bargaining Council (GPSSBC) was designated in terms of the PSCBC Resolution 10 of 1999 as the Bargaining Council of the General Public Sector. The GPSSBC was registered with the Registrar of Labour Relations on July 28th, 1999, and subsequently inaugurated on September 7th, 1999.

Role Description: The Officers are responsible for liaising with commissioners as well as the preparation of all official case documentation and verification of legal compliance upon case closure. Officers work closely with Administrators to ensure the provision of essential clerical support services throughout the case management process.

Key Responsibilities

Responsibilities include but are not limited to the following:

- Scheduling of conciliations
- Scheduling of disciplinary matters
- Official document preparation and distribution thereof (notices of set down, postponements, cancellations, duplication of matters, withdrawals, subpoenas etc.)
- Monitoring and tracking case progress through follow ups with parties and panellists and addressing any issues thereof.
- Collation & distribution of closing argument documents
- Addressing escalated queries
- Liaising with Administrators for provision of support functions
- Collation and verification of closing argument documents from panellists.
- Updating Administrators and Helpdesk on the progress of all assigned conciliation cases
- Working collaboratively with Administrators to ensure efficient document management and filing procedures that comply with the organisation's practices.
- Performing trends analysis and preparing monthly/quarterly/annual analysis and progress reports against activities of related cases, as required
- Working as a team to solve process and operational issues for continuous improvement of the Unit
- Compiling of reports against strategic objectives and plans of the Unit as required.

Required Skills & Attributes

- **Excellent Communication skills; Computer Literacy-** e.g., MS Office (MS word, Excel, Power point and in-house related programs); **Self-leadership & initiative; Strong**

people management skills, Adaptability; Continual Learning; Ability to work in a team.; Independent; Organising and Planning.

Minimum requirements

The applicant Must have Diploma in Labour Relations/ Labour Law at any recognized South African Institution of Higher Education and Training (HET) on the disciplines. The applicants must have at least 1+ years' experience in Public Administration in a labour relations environment.

Applicant must have knowledge of the following:

- GPSSBC processes & procedures & governance rules
- Labour Relations Act
- Labour Law
- Labour Dispute Resolution Business Environment in South Africa;
- Labour Relations Act;
- Basic Conditions of Employment Act
- Constitution of the Republic

Applications must be accompanied by: Curriculum Vitae, Certified copy of ID or Passport not older than 3 months. Certified copy of all relevant qualifications not older than 3 months.

Please do so to ensure your application is not disqualified.

Closing date: 29 January 2024 at 16h00.

Note: Please ensure that you submit your application before the closing date, as no late applications will be considered. 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.

Enquiries about the above position must be directed to: Ms. Johannah Mapola, Tel no: (012) 644 8132.

Applications: Please ensure that you hand deliver your application to GPSSBC Building, Public Service Bargaining Centre, 260 Basden Avenue/Centurion/Lyttleton/0176 or emailed lerator@gpssbc.org.za before the closing date, as no late applications will be considered.

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