



INTERNAL AND EXTERNAL

ADVERTISEMENT

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.

Position: CHAMBAR SECRETARY

Basic Salary: R379,894 per annum Benefits:

Benefits: Provident Fund; Medical Aid; Housing Allowance; Uniform Allowance & 13th Cheque.

Duration: Permanent

Role Description: The Chamber Secretary is an essential member of the Collective Bargaining Unit, operating collaboratively in a team of other Secretaries and Administrators. The Chamber Secretary conducts the core functions of the Unit through the provision of end-to-end secretariat support services to GPSSBC Task Teams, Committees, and Chambers, prior to, during and after related meetings at national & provincial level. This position is also expected to provide guidance and advice during meetings, ensuring the highest levels of governance and compliance by all stakeholders.

Key Responsibilities

Responsibilities includes but not limited to the following:

Providing an end-to-end secretariat support function to GPSSBC's Task Teams, Committees and Chambers at national and provincial departmental levels. These services include:

- Development and implementation against a monthly and yearly planner for all chamber and task team meetings
- Timeous distribution of meeting notifications & agendas
- Preparation and compilation of agendas
- Recording and documentation of meeting proceedings
- Provision of a clear sense of strategic direction and advisory services to ensure compliance to GPSSBC principles and governance structures by all stakeholders and parties in meetings.
- Documentation and following up with responsible parties on action/ task list emerging from the i council, chamber, and stakeholder meetings.
- Analysis, problem solving and provision of guidance to parties on issues or decisions emanating from meetings and making recommendations as required.
- Planning, facilitation, and coordination of training requirements to parties

- Drafting of progress reports (monthly, quarterly, annually) against activities related to assigned task teams, committees, and chambers.
- Work collaboratively with Administrators to ensure efficient document management and filing procedures that comply with the organisation's practices.
- Work as team to solve process and operational issues for continuous improvement of the Unit.
- Compilation of reports against strategic objectives and plans of the Unit as required.

Required Skills & Attributes

Good planning and organising skills. Adaptability, Time Management, Task Management, Proactive, Strong Communication Skills (written and verbal), Client orientation, Business. Understanding, Strong negotiation skills. Team Player, Strong Computer/Technical Skills, Strong report writing & minute making skills.

Requirements:

Candidates should have three (3) – year Degree/Diploma in Public Administration/Business Administration /Labour Relations /labour law and 2 years' experience in Committee/meetings management environment. Valid driver's licence. Proven exposure to Labour relations/Labour law. Administrative knowledge. Ability to work independently and as part of the team.

A Valid driver's licence is a Prerequisite.

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: 17 August 2023.

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 Lerato Radebe, 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.