



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY
TVET COLLEGE**

**ASSISTANT DIRECTOR: LABOUR RELATIONS
ADMIN CENTRE**

Reference BCC0602/02

**SL9 (Starting salary notch R382 245 p.a plus benefits)
(College Council 12 months Fixed term contract)**

REQUIREMENTS

Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Labour Relations, Employment Relations or Human Resource Management or related qualification ;5 years' in Labour Relations or Human Resource Management environment or related field , in which 3 years must be supervisory experience in relevant field in Labour Relations or Human Resource Management environment or related field; Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements; Knowledge of Labour Relations Act, Public Services legislation and policies related to Human Resource Management; Sound knowledge of Labour Relation statutes; Sound knowledge of International Labour Organisation (ILO); Knowledge and understanding of the TVET/CET Administration; Knowledge of PERSAL; Possession of a valid driver's license.

KEY PERFORMANCE AREAS

Maintain sound Labour Relations: Render advice on labour related matters, Develop and Implement Human Resource policies and manuals; Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct; Conduct investigations and disciplinary hearings; Management of strike action; Minimize Labour disputes; Facilitate and conduct labour relations training and workshops; Ensure proper implementation of the collective bargaining council resolution; Management of all Human, Financial and other resources of the unit.

SKILLS AND COMPETENCIES

Administrative; Planning and organising; Financial Management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; People management; Conducting investigations; Presentation skills.



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Closing date for applications: 15 June 2022 at 15:00

Candidates who are suitably qualified for the above positions should submit an official application form (Z83 for support staff ,the new Z83 available from any Public Service Department and EDP01 for educators), a comprehensive CV and copies of the following: All relevant Qualifications must include transcripts of subjects passed, a Driver's license and ID, such copies need not to be certified when applying for a post. Applicants must also provide, together with the work contact details, including e-mail addresses of at least three work-related references to: **Buffalo City Public TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London.** Failure to submit the required documents mentioned above or late submission your application will not be considered.

For enquiries: Ms N Mhlola-Miza on 043 704 9275.

Application forms and the full advert are available on our website, www.bccollege.co.za.

The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful.

Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position.