



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

CORPORATE MANAGEMENT SERVICES BRANCH

Specialist: Labour Law 12 Months Contract

All-inclusive remuneration package of R 1 371 ,558.00 per annum

Ref: (CMSB – A100)

Overview: To provide specialist auxiliary legal advice and support on all matters related to labour and employment law of **the dtic**.

Mandatory requirements: Masters qualification in a labour law related field as recognised by SAQA. Must be a registered advocate in labour law • 8- 10 years' relevant senior managerial experience in a labour law related field.

Skills / Knowledge requirements: Extensive experience in providing legal advice and support on labour and employment law matters. Experience in investigating labour related issues, identifying case law and provide support to managers. Excellent interpersonal and communication skills to collaborate effectively with internal and external stakeholders. Proficiency in utilizing technology for data management and reporting. Strategic thinker with the ability to drive innovative solutions.

Knowledge and understanding of Public Finance Management Act and Treasury Regulations, Public Service Act and Public Service Regulations. Experience in reporting, risk management, stakeholder and customer relations management, people management, financial management, project management, strategic capability and leadership. Proficient in MS Packages.

Duties: Expert Legal Advice and Support on Labour and Employment Law: Analyze and interpret intricate labour laws and regulations for expert advice. Identify risk areas in employment matters and provide guidance. Advise on positive employee relations, dispute resolution, and grievance handling. Offer guidance on discrimination laws, harassment policies, and legal compliance. Investigate Labour-Related Issues and Support Managers: Identify pertinent case law to establish legal precedents. Assess case strengths and advise managers on potential success. Guide managers on actions aligned with case law and compliance. Participate in alternative dispute resolution and assist in dispute management. Conduct Legal Research and Ensure Compliance: Stay updated on labour and employment law changes. Research and interpret legal issues for expert advice. Evaluate legislative changes' impact on client compliance. Advise clients on policy modifications and risk mitigation strategies. Create Awareness of Labour Law Best Practices: Develop training materials and deliver sessions. Identify compliance gaps and offer targeted training. Audit policies for compliance and suggest improvements. Assist clients in implementing effective compliance systems. Participate in Business Development for Labour Law Practice: Identify and pursue business growth opportunities. Develop proposals, engage branches, and build relationships. Collaborate with colleagues for practice expansion strategies. Demonstrate expertise through thought leadership and client interactions.

Note: Shortlisted candidates will be subjected to a technical exercise and the selection panel for SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

Applications can be submitted: Via e-mail to dticapplications@tianaconsulting.co.za (Ref no. should appear in subject-line), by post to The Director, Tiana Business Consulting Services (Pty) Ltd, PO Box 31821, Braamfontein, 2017; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria. The application must include only completed and signed new Form Z83, obtainable from www.thedtic.gov.za (Careers), any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents to be submitted by only shortlisted candidates to HR on or before the day of the interview date. the dtic reserves the right not to fill any advertised position(s).

the dtic is an equal opportunity affirmative action employer.

For enquiries regarding applications, contact the Recruitment Office, tel. (012) 394-1809/1835

Closing date: 15 September 2023

the dtic welcomes applications
from all persons with disabilities.