



The Public Service Coordinating Bargaining Council (PSCBC), established in terms of Section 35 of the Labour Relations Act 66 of 1995, is responsible for the following: The maintenance and promotion of labour peace. Prevention and resolution of labour disputes and. The promotion of collective bargaining in the Public Service. The Council hereby invites suitable persons to apply for the following post, based in Centurion, Pretoria.

The PSCBC in partnership with the PSETA would like to invite qualifying graduate to apply to participate in a twenty-four (24) months internship programme in the below mentioned field of study. Applicants must be unemployed and not have participated in an internship programme before.

LAW: ASSISTANT RESIDENT PANELLIST
STIPEND: R 6,175.00 PER MONTH

Requirements: The candidate must be in possession of a Diploma or Degree in Law, or an equivalent qualification obtained from any recognized South African Institution of Higher Education and Training. The candidate must have a valid South African ID, a valid driver's license will be an added advantage.

Skills and attributes: Legal knowledge, Understanding of conciliation and arbitration procedures, understanding of social justice, strong critical and analytical thinking skills, good planning and organizational skills, excellent communication skills and strong negotiation skills.

Key Performance Areas: Assist with inputs to the operational plans for the Resident Panellist Unit, ensuring improved case management, and overall service delivery to all clients of the PSCBC. Assist the Junior Resident Panellist in conducting Conciliation proceedings as assigned by the Resident Panellist. Issue certificates and settlement agreements between parties as concluded by the Resident Panellist and Junior Resident Panellist. Provide input to the development of templates and standardized tools for use by all Panellists. Assist in the vetting of awards granted by external panelists, as assigned by the Resident Panellist. Assist with inputs and prepare monthly/quarterly/annual (and other) analysis and progress reports against activities of related cases, as required. And assist with all filing for the Unit.

**HUMAN RESOURCE MANAGEMENT:
ASSISTANT COLLECTIVE BARGAINING OFFICER
STIPEND: R 6,175.00 PER MONTH**

Requirements: The candidate must be in possession of a Diploma or Degree in Human Resource Management, Labour Relations or an equivalent qualification obtained from any recognized South African Institution of Higher Education and Training. The candidate must have a valid South African ID, a valid driver's license will be an added advantage.

Skills and attributes: Strategic thinking, good conflict management skills, strong critical and analytical thinking skills, strong people management skills, strong negotiation skills, communication skills verbal and written, and report writing and minute taking skills.

Key Performance Areas: Assists in the development and cascading of the operational plans for the Collective Bargaining Unit, ensuring improved provision of secretariat services and overall service delivery to all clients of the PSCBC. Assist in the provision of support services to PSCBC Chambers, EXCO, Committees and Task Teams through the preparation of meeting agendas, issuing of notices, circulation of documents as well as preparation of associated reports and outputs. Assist with the day-to-day coordination of operations of the Collective Bargaining office. Assist in maintaining highest levels of quality by routine vetting of outputs produced by the Chamber Officers. Overseeing the arrangement of logistical requirements and documents management and ensuring adherence to agreed timelines. Assist with escalated technical queries related to collective bargaining. Assist with logistical arrangements for the provision of workshops to parties, in support of the development of collective bargaining processes. And assist with all filing for the Unit.

All the above positions are based in Centurion, enquiries about the abovementioned internship positions must be directed to: **Mr. Xolani Magagula, tel. no.: (012) 644 8100 / (012) 644 8171.**

Interested candidates must forward a written covering letter indicating the post they are applying for and a comprehensive curriculum vitae **together with certified supporting documents not older than 3 months**, for attention: **Senior Officer: Human Resources**, humanresources@pscbc.org.za or Hand delivered to PSCBC Offices Block D at 260 Basden Avenue, Lyttelton, Centurion

Closing date for applications is 08 September 2023

Note: Appointment will be made at the sole discretion of the PSCBC and is subject to a positive verification of credentials, reference and background checks. The submission of an application gives Council the right to make the necessary enquiries to obtain information regarding the applicant's background. Correspondence will be limited to short-listed candidates, applicants who have not been contacted within 30 days of the closing date must accept his/her applications as unsuccessful.