



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.

Internal/External Advert

SENIOR MANAGER: DISPUTE MANAGEMENT (SMDM)
CTC: R 1,135,185.00 PER ANNUM (LEVEL 12)

THE SUCCESSFUL CANDIDATE WILL BE REQUIRED TO SIGN A PERFORMANCE AGREEMENT WITH THE COUNCIL.

Requirements: A Degree in Labour Law or an equivalent qualification. A postgraduate degree in Labour law or equivalent will be an added advantage. A minimum of 5 years' proven experience in practical dispute management, labour relations management and enforcement of rulings and decisions. At least 5 years' experience in a supervisory or managerial role, with demonstrated ability to lead teams and manage performance. A sound understanding of Labour Court processes and procedures, Public Service Resolutions and regulatory frameworks, trade union dynamics within the public sector and stakeholder management. A valid driver's licenses.

Knowledge, Skills, and attributes: Proven ability to manage committees and run meetings effectively. Project management skills. Experience in the development and review of Policies. Applied knowledge of research methodologies, data analysis, report writing and presentation. Financial Management. Time management skills, Design, implementation, and monitoring of Service Level Agreements. In depth knowledge of the Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act and the POPI Act.

Key Performance Areas: The successful candidate will be responsible for, but not limited to the following, setting, and driving strategic, operational direction and standards of the Dispute Management Unit. Ensure improved service delivery to all committees, and related stakeholder meetings held under the auspices of the PSCBC. Draft and implement policies and procedures related to case management. Work collaboratively with the Resident Panellist Unit in maintaining oversight of conciliation

and arbitration operations, ensure compliance with time limits through continuous engagement with the Senior Officer: Dispute Management. Attend to escalated technical queries related to dispute management. Identify disputes of national importance and issues of major significance and report to the General Secretary. Develop and implement dispute prevention programmes. Monitor and manage the performance of external panellists and interpreters against defined SLAs and policies. Manage the process of Panellist claims. Develop a framework and policies for enforcement of collective agreements and all other related claims. Drive the operationalisation of enforcement within case management. Maintain oversight of enforcement operations through continuous engagement with the Senior Officer: Dispute Management. Make presentations on PSCBC activities and/or specific projects at relevant workshops and seminars as required. Analyse, problem solve and provide guidance to subordinates and parties on issues or decisions emanating from meetings and make recommendations as required. Represent the PSCBC through participation in industry-specific platforms. Compile monthly, quarterly, annual and any other ad hoc reports on the strategic and operational performance of the Unit, as required by the General Secretary. Continuously assess, conduct research, and make recommendations on global best practice dispute resolution and enforcement systems and methodologies for implementation within the Unit and organisation. Develop and maintain stakeholder relations across public sector bargaining councils, for sustained service delivery pertaining to the unit. Prepare and maintain oversight of the unit budget. Supervise, train, and develop subordinates in the unit through formalised human capital management structures such as the performance management and evaluation system.

SENIOR OFFICER: COMMUNICATIONS (SOC)

BASIC SALARY: R 503,741.00 PER ANNUM (LEVEL 09) PLUS PROVIDENT FUND BENEFIT, MEDICAL AID AND HOUSING ALLOWANCE AND A 13th CHEQUE

THE SUCCESSFUL CANDIDATE WILL BE REQUIRED TO SIGN A PERFORMANCE AGREEMENT WITH THE COUNCIL.

Requirements: A Diploma in Marketing/ Communications or an equivalent qualification. A Degree in Marketing/ Communications or equivalent will be an added advantage. A minimum of 3 years' experience in Marketing and Communications, coupled with experience in a supervisory or managerial role. The candidate must have extensive experience in Adobe Creative Cloud for design, a portfolio of evidence (POE) will be required for shortlisted candidates. Marketing and/or media experience in a labour relations environment or sector will be an added advantage. An understanding of the PSCBC Constitution, Resolutions and Procedures, Labour Union dynamics, stakeholder management and a valid driver's licenses.

Knowledge, Skills, and attributes: Excellent oral and written communication skills. Excellent interpersonal and networking skills. Confidence and ability to work with a wide range of clientele. Comprehensive planning and organisational skills. Strong people management skills. Strong project management skills. Knowledge of the POPI Act.

Key Performance Areas: The successful candidate will be responsible for, but not limited to the following, working collaboratively with the Senior Manager (ICT) and Officer (IT), in the development and implementation of Information and Communications Technology strategies and initiatives, ensuring alignment with the overall organisational strategy. Assisting in the preparation of the ICT budget and monitoring the expenditure thereof. Developing a communication, marketing, media plan and leading the implementation thereof. Develop and continuously review ICT policies (e.g., Communications policy, Social media policy), standard operating procedures, and processes that are relevant to communications, principles, and best practices. Leading the publication of materials and resources through the PSCBC's various platforms (website, social media, media releases, newsprint). Assisting in the identification and establishment of national and international strategic partnerships. Develop and design material, advertising in relevant publications (e.g., newspapers, labour bulletins and magazines). PSCBC brand development, promotion, and management thereof. Assisting in the coordination, logistical planning, and execution of projects and corporate events identified by the Council (e.g., Council AGMs, Council anniversaries, Ministerial visits, roadshows, communication campaigns). Maintaining oversight and guiding operations of the Resource Centre. Maintaining good stakeholder relations with media, key decision makers, member organisations and others. Producing and overseeing the production of high-quality reports and statements for Management. Supervising, training, and developing subordinates through formalised human capital management structures such as the performance management and evaluation system.

SENIOR OFFICER: TRADE UNIONS (SOTU)

BASIC SALARY: R 503,741.00 PER ANNUM (LEVEL 09) PLUS PROVIDENT FUND BENEFIT, MEDICAL AID AND HOUSING ALLOWANCE AND A 13th CHEQUE

THE SUCCESSFUL CANDIDATE WILL BE REQUIRED TO SIGN A PERFORMANCE AGREEMENT WITH THE COUNCIL.

Requirements: A Diploma in Public Management, Public Administration, Labour Law, Communications, or an equivalent qualification. A Degree in Public Management, Administration, Labour Law, Communications, or equivalent will be an added advantage. A minimum of 3 years' experience in public administration and secretariat services coupled with proven experience in supervisory or managerial role. Extensive experience in relationship building and providing support for union campaigns. An understanding of trade union dynamics and stakeholder management and Experience in data management, ensuring confidentiality, and integrity will be an added advantage. Understanding of the PSCBC Constitution, Resolutions and Procedures. A valid driver's licenses.

Knowledge, Skills, and attributes: Extensive knowledge of Trade Union operations and data management. Strategic thinking and advanced analytical skills in breaking down

information and compiling comprehensive reports. Strong understanding of the ethics around gathering and working with data. Knowledge of the POPI Act, Report writing and minute taking skills.

Key Performance Areas: The successful candidate will be responsible for, but not limited to the following, development and cascading of the operational plans for the Collective Bargaining Unit, with a focus on the provision of trade union administration and overall service delivery to all clients of the PSCBC. Assist in the development and implementation of trade union administration policies and procedures. Develop end to end processes and procedures for the implementation of trade union administration at the PSCBC. Drive the development and optimisation of tools, templates, and other resources needed for capturing data and performing any analysis thereof. Assist in the operationalization of the Trade Union administration function through the recruitment of junior staff within the team. Manage the distribution of tasks and workflow between Officers and Administrators. Liaise with Trade Union leaders and other associated stakeholders to facilitate the transition and maintenance of trade union administration to the PSCBC. Lead the facilitation and provision of training to parties on processes and centralization of trade union administration at the PSCBC. Compile statistics and present data (reports, presentations etc.) for submission to the Senior Manager (Collective Bargaining) on the operational activities of the Unit. Develop and maintain stakeholder relations across the sector, for sustained service delivery and customer care efforts pertaining to the Unit. Represent the PSCBC through participation in industry-specific platforms. Make presentations on PSCBC activities and/or specific projects at relevant workshops and seminars as required. And participate in the management of Council activities, special events, partnership projects, conferences, and other initiatives, as required.

OFFICER: FINANCE (OF)
BASIC SALARY: R 426,798.00 PER ANNUM (LEVEL 08)
12 MONTHS CONTRACT

THE SUCCESSFUL CANDIDATE WILL BE REQUIRED TO SIGN A PERFORMANCE AGREEMENT WITH THE COUNCIL.

Requirements: A BCom Accounting/ Finance Degree or an equivalent qualification. A Postgraduate degree in Finance or equivalent will be an added advantage. A minimum of 3 years' proven experience in financial accounting and administration. A valid driver license.

Knowledge and Skills and attributes: Knowledge of Accounting systems (e.g., SAGE Accounting system). knowledge of IFRS, proficiency in MS Excel and financial reporting tools. Strong communication, problem solving, numeric and analytical skills. Ability work under pressure independently and in a team. High level of integrity, accuracy, and attention to detail. Good planning, organizational and project management skills.

Key Performance Areas: The successful candidate will be responsible for, but not limited to the following, Assisting the Senior Manager in the review and development of financial policies. Assisting in developing an overall finance systems, processes, and procedures. Assisting the Senior Manager in the development of an annual budget for the PSCBC. Assist in drafting annual financial statements ensuring compliance to IFRS financial accounting standards. Submitting statutory returns to SARS. Assisting with external audit preparation and responses. Developing robust forecasting systems and models and ensuring accuracy thereof. Perform full creditors and debtors' functions, including invoicing, reconciliations, and payments. Prepare monthly variance management accounts, journals, general ledger reconciliations. Prepare monthly working paper files. Working in collaboration with the Human Resources team to ensure payroll accuracy, integration of systems and reporting thereof. Producing high-quality financial management reports and statements for MANCO, FINCOM, EXCO, Council and any other relevant bodies. Assisting in the management of fixed investment accounts ensuring timeous investment of funds. Drafting minutes from FINCOM meetings and other relevant bodies, as required. Continuously assessing, conducting research, and making recommendations on methodologies to improve the financial processes and operations within the PSCBC. Ensure financial data integrity and confidentiality.

ADMINISTRATOR: MONITORING, EVALUATION AND REPORTING (AMER)
BASIC SALARY: R 287,561.00 PER ANNUM (LEVEL 06) PLUS PROVIDENT FUND BENEFIT,
MEDICAL AID AND HOUSING ALLOWANCE AND A 13 CHEQUE

THE SUCCESSFUL CANDIDATE WILL BE REQUIRED TO SIGN A PERFORMANCE
AGREEMENT WITH THE COUNCIL.

Requirements: A Certificate in Office Administration or an equivalent qualification. A Diploma in Office Administration or equivalent will be an added advantage. A minimum of 1 years' experience in data capturing. Experience in research and data analysis will be an added advantage.

Knowledge and Skills and attributes: Knowledge of data management methodologies and research methodologies. Strong understanding of word processing tools and spreadsheets. Accuracy and attention to detail. Advanced Computer/Technical Skills. Strong understanding of the ethics around gathering and working with data and the POPI Act. Basic understanding of databases. Time Management. Accuracy and attention to detail in data capturing. Time and task management skills Report writing and minute taking skills.

Key Performance Areas: The successful candidate will be responsible for, but not limited to the following, using data collection tools to collect data from the different organisational units, as outlined in the M&E plan. Clean, sort, organize and categorize data. Liaise with stakeholders for any confirmations and data gaps. Correct errors and organize the information in a manner that will optimize swift and accurate capturing. Enter and update information into relevant systems and tools. Assist with any other M&E activities, as requested. Assist with the development of questionnaires and

discussion guides, as requested by the Officers. Assist with scheduling interviews through liaison with relevant stakeholders, as requested. Assist with any other research activities as requested. Manage departmental calls and queries. Conduct effective document management and filing, as per PSCBC's electronic and manual filing procedures. Provide any other additional support services as seen necessary by management. Providing any other additional support services as seen necessary within the unit.

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

Interested candidates must submit a written covering letter clearly indicating the position they are applying for, **accompanied by a comprehensive Curriculum Vitae and certified supporting documents (certification not older than three months).** Applications must be addressed to: **Senior Officer: Human Resources**, email: humanresources@pscbc.org.za or Hand-delivered to: PSCBC Offices, Building D, 260 Basden Avenue, Lyttelton, Centurion

Closing date for applications is 11 July 2025

Note: Appointment will be made at the sole discretion of the Public Service Coordinating Bargaining Council (PSCBC) and is subject to positive verification of credentials, reference checks, and background screening. By submitting an application, applicants grant the Council the right to conduct necessary enquiries to obtain information regarding their background.

Only shortlisted candidates will be contacted. If you have not been contacted within 30 days of the closing date, please consider your application unsuccessful.