



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.

OFFICER: ENFORCEMENT (OE)

BASIC SALARY: R 426,798.00 PER ANNUM (LEVEL 08) 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 Labour Relations or Labour Law or an equivalent qualification. A Degree in Law/ Labour Relations or equivalent will be an added advantage. A minimum of 3 years' proven experience in administration in a labour relations environment. Experience in investigation and compliance management will be an added advantage. A valid driver's licenses.

Knowledge, Skills, and attributes: Knowledge of labour legislation and collective agreement processes, as well as an in-depth understanding of labour dispute resolution procedures. Demonstrates a clear understanding of prescription periods and the application of enforcement orders. Excellent oral and written communication skills, with strong investigative, negotiation, and report writing abilities. Proficient in stakeholder engagement and data management, with a strong grasp of the ethical considerations involved in data collection and usage. Well-versed in the POPI Act, and skilled in both report writing and minute taking.

Key Performance Areas: The successful candidate will be responsible for, but not limited to the following, developing procedures and a framework for enforcement within the PSCBC, this may include complaints processes, investigations, timelines, and outcomes. Developing required tools as per specified in framework for complaints registration, compliance tracking and monitoring, investigation templates and reporting templates. Continuously updating and optimizing the toolkits. Travelling to various departments in different provinces to conduct investigations for determining breaches to compliance, conduct interviews, surveys and inspections and establish reasons for

noncompliance. Develop recommendations prepare and issue compliance orders. Participate in court hearings and arbitrations as required. Lobby/ participate in lobbying parties to ensure compliance across different levels of government. Drafting and compiling supporting documents, including but not limited to outcomes reports and evidence documents for different forums that will drive the process of compliance. Identifying gaps in the interpretation and application of Collective Agreements across parties and providing training and/or guidance on the interpretation and implementation of Collective Agreements. Preparing monthly/ quarterly/annual and any other ad hoc reports on assigned cases. Identifying trends, discrepancies, bottlenecks etc. and work collaboratively with the dispute management team to develop solutions to improve the processes and operations within the Unit.

**OFFICER: MARKETING, INTERNATIONAL RELATIONS, AND STRATEGIC PARTNERSHIPS
(OMIR&SP)**

**BASIC SALARY: R 426,798.00 PER ANNUM (LEVEL 08) 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 Journalism/ Marketing/ Public Relations or an equivalent qualification. A Degree in Journalism/ Marketing/ Public Relations or an equivalent qualification will be an added advantage. A minimum of 3 years' proven experience in marketing, media environment or public relations. Experience in writing press releases and interaction with media houses will be an added advantage. A valid driver's licenses.

Knowledge, Skills, and attributes: Extensive knowledge of design and production of print of materials and publications. Knowledge of various digital file formats, printing tools, and the various terminology used in printing. Knowledge of the Microsoft suite. Time and task management skills, Strong oral and written communication skills, Client orientated. Negotiation and stakeholder management skills. Understanding of the ethics in communications and media relations, and Knowledge of the POPI Act.

Key Performance Areas: The successful candidate will be responsible for, but not limited to the following, Design, and layout of all branded material for internal and external use by the PSCBC, this includes, email signatures, report templates, logos, letterheads, banners, brochures, and booklets. Developing social media weekly and monthly plans, aligned to the Communications, Media, and Marketing plan. Conducting research on relevant topics within the scope of the ICT unit, developing organisational content on a regular basis, posting and monitoring responses. Monitoring traffic and engagement with different social media platforms. Providing statistics and reports on the performance of all organisational social media platforms. Developing and maintain a network of contacts and postholders in partner offices and functions locally and internationally. Identifying any opportunities and risks for the PSCBC in terms of international partnerships and relations. Liaising with partner organizations in different countries to identify and build opportunities for partnership activities. Monitoring and

reviewing the performance and value of established partnerships. Recommending briefings of interest for PSCBC senior management with possible partners. Coordinating meetings of affiliated strategic partners/organizations (e.g., NABC, LERASA). Booking venues and coordinating all logistical arrangements. Compiling meeting documents/packs, attend physical, virtual meetings and compiling minutes. Assisting in activities associated with campaigns, exhibitions and any other gatherings as directed by the Senior Officer (Communications). Assist in the preparation of monthly, quarterly, annual reports on communications & marketing related activities.

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 six 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 16 February 2026, 16:30.

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 applying, 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.