**JOB PROFILE**

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| **A. JOB INFORMATION** |

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| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | EMPLOYEE RELATIONS OFFICER: PSA EMPLOYEE RELATIONS AND PERFOMANCE MANAGEMENT (DISTRICT) |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** | TO BE DETERMINED BY JOB EVALUATION |
| **LOCATION** |  |
| **COMPONENT** | PSA EMPLOYEE RELATIONS AND PERFOMANCE MANAGEMENT |
| **DATE** |  |
| **POSTS REPORTS TO** | ASSISTANT DIRECTOR: PSA EMPLOYEE RELATIONS AND PERFOMANCE MANAGEMENT |

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| **B. ORGANOGRAM** |

***SEE THE ATTACHED ORGANISATIONAL STRUCTURE***

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| **C.JOB PURPOSE** |

**Assist to provide employee relation management and administration services.**

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| **D.MAIN OBJECTIVE** |

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| **No.** | **Main objectives (Include 4-5 activities)** | **PERCENTAGE**  **%** |
| 1. | * Assist to provide dispute and grievance management administrative services * Assist to provide employer and employee organisational coordination services. * Assist to provide disciplinary management administrative services. * Assist to provide human information management services. * Assist to provide technical advisory services to the district and public school management teams |  |
| **TOTAL** |  | **100%** |

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| **E.COMMUNICATION AND STAKEHOLDERS** |

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| **No.** | **Stakeholders** |
| 1. | Provincial Executive Committee(Exco)  Provincial Departments  All Senior Management and official in the Department  National Departments and officials  Private Sector Organisations  Internal Organisations  Organised Labour  State Owned entities- Marketers/ Event Coordinators  Oversight Bodies |

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| **PHYSICAL DEMANDS/HAZARDOUS CONDITIONS** | Yes |
| **HOURS OF WORK** | 8-16:30 |

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| **G.MATERIAL AND EQUIPMENT** |

* Office equipment

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| **H.BUDGET** |

* Recommend expenditure as per the allocation

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| **I.ENABLING LEGISLATION \ ACT GOVERNING THE JOB HOLDER** |

* Constitution of South Africa
* Employment of Educators
* South African Schools Act
* Public Finance Management Act
* Public Service Act
* Public Service Regulation; and
* Other relevant acts, policies and regulations

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| **J. INHERENT REQUIREMENTS AND COMPENTENCY OF THE JOB** |

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| **ESSENTIAL REQUIREMENTS** | |
| **KNOWLEDGE** |  |
| **SKILLS** | * Computer Literacy * Excellent Communication Skills * Administration Skills * Interpersonal Skills * Organisational Skills * Typing and Writing Skills * Strong Leadership Skills * Basic financial recording, minute taking and report writing skills |
| **MINIMUM EDUCATION AND TRAINING** | * NQF 7 as recognised by SAQA |
| **Minimum Experience** | * 3 years’ Relevant Experience |
| **VALUES/ATTRIBUTES** | * Honesty and integrity * Professionalism * Self – driven * Team work |
| **COMMUNICATION** | * Good communication skills (written and verbal skills)   and a good command of English language |

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| **K. PROMOTION/PROGRESSION** |

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| **NEXT HIGHER POST** | ASSISTANT DIRECTOR |

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| **L. AMENDMENTS TO THE JOB DESCRIPTION** |

*The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem* ***reasonable, after due consultation with the post holder.***

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| **M. PERFORMANCE/WORKPLAN AGREEMENT** |

*The performance/workplan agreement of the incumbent, which contains specific target dates, should be read as an extension of this job description and may also contain any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.*

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| **N. AGREEMENT** |

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| Name: …………………………………… ……………………………… ………………………..  Job Holder Signature Date  Name: ………….………………………… ……..………………………… ………..……………...  Supervisor Signature Date |