**COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION**



13 February 2020

**February 2020 Commissioner Recruitment Process**

Dear Applicant,

Thank you for showing interest in applying for a Commissioner position at the Commission for Conciliation, Mediation and Arbitration (CCMA).

The CCMA usually embarks on a recruitment process for Commissioners on an annual basis. Commissioner vacancies are advertised in the media and on the organisation’s website.

The Commissioner Recruitment advertisement published during February 2020 is aimed at individuals who are interested in becoming Part-time Commissioners or Part-time Senior Commissioners of the Commission.

The Commissioner recruitment process requires all Applicants to complete and submit an Application Form, together with a copy of an up to date *curriculum vitae* (CV) and all other relevant documentation as directed in the Application form. Applicants are shortlisted based on relevant knowledge, qualifications, skills and experience as outlined in the job advertisement. Applicants who meet the minimum requirements for the job are required to participate in a knowledge-based written assessment that is conducted at the various CCMA provincial and regional offices. Shortlisted Applicants will be required to sit for the written assessment on one of the following dates/times:

 **30 March 2020:**

10h00-11h30: The first group[[1]](#footnote-1) of short-listed applicants for entry-level Commissioner positions

 13h30-15h30: The first group of short-listed applicants for Senior Commissioner positions

**31 March 2020:**

10h00 - 11h30: The second group of applicants short-listed applicants for entry-level Commissioner position

13h30 – 15h30: The second group of short-listed applicants for Senior Commissioner positions

On successful completion of the assessment, Applicants are invited to an initial interview with an interviewing panel of CCMA Senior Management and if successful, a final interview conducted by an interview panel of the Governing Body of the CCMA. Prior to appointment, successful Applicants are subject to approval by the Governing Body of the CCMA.

Applicants are initially appointed as ‘Candidate’ Commissioners and issued with a contract with a suspensive clause to attend and successfully complete the in-house Candidate Commissioner Training and Mentorship Programme. Those applicants who have successfully completed one of the qualifications listed in Table one below, or the in-house CCMA Candidate Commissioner Training Programme may apply to be exempted from attending the full Candidate Commissioner Training Programme. The latter group will still be required to attend a short course on CCMA Practice and Procedure and to successfully complete the Mentorship Programme.

Table One: List of University qualifications that form part of the criteria to be exempt from attending the full in-house CCMA Candidate Commissioner Training Programme.

|  |  |
| --- | --- |
| **University** | **Course name / Title of qualification** |
| Nelson Mandela University, Port Elizabeth, previously NMMU | Post Graduate Diploma in Labour Law Practice (from 2014 only) |
| Stellenbosch University, Cape Town and Midrand | Certificate Programme in Labour Dispute Resolution Practice (from 2014 only) |
| University of the Free State, Bloemfontein | Post Graduate Diploma in Labour Law (from 2014 only) |
| University of KwaZulu-Natal, Durban | Post Graduate Diploma in Industrial Relations (from 2015 only) |
| University of the North-West | Post Graduate Diploma in Labour Law (from 2019 only) |
| University of the Western Cape, Cape Town | Post Graduate Diploma in Labour Law (from 2014 only) |
| University of the Witwatersrand, Johannesburg | Labour Dispute Resolution Practice Postgraduate Certificate Course (from 2014 only) |

On successful completion of the Candidate Commissioner Training and Mentorship Programme the individuals are formally appointed as Commissioners or Senior Commissioners (where applicable) as per section 117 of the Labour Relations Act 66 of 1995.

Wishing you all the best with your application.

***The CCMA Commissioner Recruitment Team***

|  |  |
| --- | --- |
|  |  |

1. Applicants are divided into groups in no particular order of preference. [↑](#footnote-ref-1)