

COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION



23 August 2022

August 2022 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 August 2022 is aimed at individuals who are interested in becoming Full-time 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.

All Shortlisted Applicants will be required to sit for the written assessment on one (1) of the following dates/times: **(the below dates are subject to change)**

12 October 2022:

10h00-11h30: Morning Session - The first group of short-listed applicants for entry-level Commissioner positions.

13h30-15h30: Afternoon Session - The first group of short-listed applicants for entry-level Commissioner positions.

26 October 2022:

10h00-11h30: Morning Session - The second group of short-listed applicants for entry-level Commissioner positions.

13h30-15h30: Afternoon Session - The second group of short-listed applicants for entry-level Commissioner positions.

On successful completion of the assessment (the minimum required competency mark is 60%), 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 conducts final confirmation of all Commissioner appointments.

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, Stellenbosch and Midrand Campuses	Certificate in Labour Dispute Resolution Practice (from 2014 only) <i>*Full exemption from attending the CCMA in-house Candidate Commissioner Training Programme may apply to those who achieve a minimum overall mark of 60%. This applies to students who registered for the CLDRP from 2021 onwards.</i>
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 (as of 2021, WITS offers two LDRP courses, one at Post Graduate level and one as a Certificate programme)	<ol style="list-style-type: none"> 1. Labour Dispute Resolution Practice Postgraduate Certificate Course (from 2014 only) which, as of 2021, is registered as the Post Graduate Certificate Course in Labour Dispute Resolution Practice Law. <i>*Full exemption from attending the CCMA in-house Candidate Commissioner Training Programme may apply to those who achieve a minimum overall mark of 60% or above. This applies to students who registered for the Post Graduate Certificate Course in Labour Dispute Resolution Practice Law from 2021 onwards.</i> 2. Post Graduate Diploma in the Field of Labour Dispute Resolution Practice Law.

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

