### **CCMA Commissioner Appointment and Recruitment Process**

# Appointment Process

The CCMA
Governing Body
appoints
commissioners in
terms of section
117 of the Labour
Relations Act.

#### Recruitment

The CCMA formally embarks on a recruitment process for full - time and part - time Commissioners on an annual basis. Vacancies are advertised in the media and on the organisation's website.

## **Application**

Candidates are required to complete an application form and to submit their CV's including all relevant documentation in support of the application.

## Shortlisting and Assessment

Candidates who meet the basic minimum requirements are then requested to participate in a knowledge-based assessment that is conducted at the various CCMA regional offices.

#### **Interviews**

On successful completion of the assessment, candidates are invited to an initial interview with an interviewing panel of CCMA managers.
Successful

candidates are recommended for a final Governing Body interview.

Successful candidates are recommended to and submitted to the Governing Body for appointment.

### Appointment and Training

Appointed candidates are issued with a conditional offer of employment and required to attend a six (6) month training programme which has to be successfully completed.

On completion of the training programme, the individuals are formally appointed as full time or part - time commissioners.

### Minimum requirements for appointment at an entry level Commissioner

- At least four (4) years' experience in Industrial Relations, Labour Law or conducting conciliations, arbitration and facilitations
- Supported by a relevant tertiary qualification or NQF 5 equivalent (preferably in Labour Law)
- Good knowledge of Labour Law
- Good knowledge of Conciliation, Arbitration and Mediation processes and principles
- Good knowledge of the Labour Market and the different factors within
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- A valid driver's licence
- Computer literacy
- Analysis, problem solving, judgment
- Decision making, Resilience, Listening, Communication
- Negotiating and influencing
- Diversity awareness, Conflict management
- Diplomacy
- Interpersonal relations
- Sound Ethics