

## **EMPLOYEE RELATIONS SPECIALIST – D2**

**HUMAN CAPITAL MANAGEMENT**

**ITHALA TRADE CENTRE**

**REFERENCE NUMBER: LJ23107**

**Reporting to the Divisional Manager: Human Capital Management, the Employee Relations Specialist will enhance employee relations, manage disciplinary matters and dispute and coordinate substantiate negotiation processes.**

### **The Employee Relations Specialist will:**

- Facilitate and manage grievances efficiently and in line with relevant prescripts.
- Facilitate and manage Disciplinary Enquiry processes timeously within specified timeframe.
- Facilitate and manage dispute processes.
- Adhere to Labour Relations provisions regarding full compliance.
- Facilitate Labour Relations training and support.
- Facilitate and manage Employee relations processes.

### **The following minimum requirements should be met in order to be considered:**

#### **Qualifications:**

- Bachelor's Degree in Human Resources Management/ Employee Relations/LLB or equivalent.
- Five (5) years' experience in Employee/Labour Relations with a proven track record at the CCMA/Dispute Resolutions/Bargaining Councils.
- Valid Driver's Licence.

#### **Requisite Functional Competencies**

- Computer Literacy (MS Office).
- Knowledge and understanding of Public Financial Management Act.
- Knowledge of corporate governance principals.
- Solid knowledge of HR and Labour legislation, specifically LRA, BCEA, EEA and Occupational Health Act.
- Knowledge of the CCMA and Labour Court processes.

**All Short listed applicants will be subjected to assessments, references and credit checks.**

**ITHALA EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT**

**PREFERENCE WILL BE GIVEN TO PEOPLE WITH DISABILITIES.**

**CLOSING DATE: 24 MARCH 2023**

**INTERESTED APPLICANTS MUST FORWARD A DETAILED CV; CERTIFIED COPIES OF QUALIFICATIONS AND ID DOCUMENT BY E-MAIL TO [HR\\_recruitment8@ithala.co.za](mailto:HR_recruitment8@ithala.co.za). KINDLY ALSO INCLUDE A MOTIVATION OF HOW YOU MEET EACH OF THE ENTRY REQUIREMENTS LISTED ABOVE AND QUOTE THE REFERENCE NUMBER FOR THE POSITION.**

#### **PLEASE NOTE:**

- LATE APPLICATIONS AND APPLICATIONS WITH NO REFERENCE NUMBER WILL NOT BE CONSIDERED.
- E-MAIL USERS ARE REQUESTED TO SET THE DELIVERY OPTION ON BOTH "RETURN RECEIPT" AND "CONFIRM DELIVERY".
- CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES. ALL SHORT-LISTED APPLICANTS WILL BE SUBJECTED TO ASSESSMENTS, REFERENCE AND CREDIT CHECKS. IF YOU HAVE NOT BEEN CONTACTED WITHIN 3 MONTHS OF CLOSING DATE OF THE ADVERTISEMENT, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.