



## VACANCY

<b>REFERENCE NR</b>	:	<b>VAC01405</b>
<b>JOB TITLE</b>	:	<b>Consultant Employee Relations</b>
<b>JOB LEVEL</b>	:	<b>D2</b>
<b>SALARY</b>	:	<b>R 620 597 – R 930 895</b>
<b>REPORT TO</b>	:	<b>Lead Consultant: Employee Relations</b>
<b>DIVISION</b>	:	<b>HCM- Human Capital Management</b>
<b>Department</b>	:	<b>HC: ER and Wellness</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

To ensure implementation of the Employee Relations and dispute resolution, communication strategy by engaging line management, staff and other stakeholders to promote human relations. Oversee and manage any employee issues, inspecting and resolving these where possible. To advise, counsel, and support management staff in application of HR processes, policies and procedures and implementing strategies that support the goals of the organization, as well as represent management in administrative in external and internal forum.

### Key Responsibility Areas

- Implement Employee Relations strategy to support the organisation objectives;
- Manage and ensure implement Employee Relations, disciplinary and Grievance Management;
- Oversee and Coordinate the Employee Relations matters to ensure accurate reporting;
- Ensure that all Employee Relations and communication practices are compliant with regulatory and legal requirements, company standards and values;
- Manage Employee Relations committees ie consultative Forum, Employment Equity Forum;
- Monitor the budgeting process and planning in the Department and monitor/control the Departmental budget so that the expenditure is within the approved Budget;and
- Coach and support by empowering staff in Wellness Department to ensure that staff meets the organisational objectives in line with broader organisational objectives and requirements, as well as resource constraints.

### Qualifications and Experience

**Minimum:** 3 year Diploma/ B Tech and Degree in HR or Labour Relations or related field.

Registration with a Professional Body: Legal Society or related is advantageous

**Experience :** 6-7 years experience in Employee Relations field including 2 years experience in Specialist function.

### Technical Competencies Description

**Knowledge of:** Various and relevant Labour legislations: Labour Legislation: Basic Conditions of Employment Act, Labour Relations, Employment Equity, Occupational Health & Safety (OHS), Skills Development Act The incumbent

will be required to consult and interact with relevant Government Officials and assist legal department with the preparation of the labour court matters, Represent SITA at the Dispute Resolution System such as CCMA. standards generating bodies, accreditation and certification bodies.

**Skills:** Business Writing; Customer Relationship Management; and Human Capital Management.

Interpersonal/behavioural competencies: Active listening; and Attention to Detail.

#### **Other Special Requirements**

N/A

#### **How to apply**

Kindly send your CV to: [Malebo.recruitment@sita.co.za](mailto:Malebo.recruitment@sita.co.za)

**Closing Date: 28 September 2021**

#### **Disclaimer**

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.
- CV`s sent to incorrect email address will not be considered