



VACANCY

| | | |
|------------------------|---|--|
| REFERENCE NR | : | Lead_ER_02-21 |
| JOB TITLE | : | Lead Consultant: Employee Relations |
| JOB LEVEL | : | D4 |
| SALARY | : | R 596 360 - R 993 933 |
| REPORT TO | : | Senior Manager: Employee Relations & Wellness |
| DIVISION | : | HCM |
| DEPT | : | Employee Relations & Wellness |
| LOCATION | : | SITA Erasmuskloof |
| POSITION STATUS | : | Permanent (Internal & External) |

Purpose of the job

Responsible for developing and managing Employee Relations interventions to equip line management to take accountability for managing their staff in the context of labour legislation, SITA policy and agreements with Trade Union/s, and to ensure a stable workforce which attains the required productivity in order to meet business objectives.

Key Responsibility Areas

- Employee Relations Strategy, Processes and Policy development as well as implementation;
- Labour Legislation implementation and compliance;
- Management of Collective Bargaining within SITA;
- Democratization of the workplace;
- Implement Capacity Building Programmes;
- Dispute Resolution and Conflict Management;
- Relationship building and communication; and
- Implement fair Employment Practices.

Qualifications and Experience

Minimum: 3-year National Diploma/Degree in HR or Labour Relations or related field.

Certificate in Labour Relations or Labour Law, or Employment Equity. A Bachelor's Degree in Law would be an added advantage.

Registration with a Professional Body: Law Society or Social Science related Association or Council.

Experience: 8 - 9 years' experience in the Employee Relations field with at least 5 years' experience in Management/Specialist function.

Technical Competencies Description

Knowledge of: HR & ER Strategies, ER systems, policies & functions and Labour Legislation: Basic Conditions of Employment Act, Labour Relations Act, Employment Equity, Occupational Health & Safety (OHS), Skills Development Act, Good understanding of Labour Law and its application, as well as procedures related to disputes, arbitration,

mediation, conciliation, CCMA and Labour Courts, Other relevant legislation: PFMA, Pension Fund statutes, Administrative Law, Understand organisations context & Culture, Business acumen, Training & facilitation skills, Good knowledge of theories of people management and application in the work context. Understanding change, and the impact of change on systems, Understanding individual & group behaviour; The incumbent will be required to consult and interact with the following internal stakeholders: Human Capital Business Partners, Line management at all levels, Trade Union & shop stewards , Support functions within the organisation (e.g. Finance, Marketing & Comms, SCM; The incumbent will be required to consult and interact with the following external stakeholders: Department of Labour, Labour Court, CCMA, External legal Consultants and Lawyers, Traffic department, SANDF, SAPS, SITA Bargaining Forum , and related Service Providers.

Skills: Human Capital Management. Leadership Competencies: Collaboration; Communicating and Influencing; Honesty, Integrity and Fairness; Innovation; Planning and Organising; Responding to Change and Pressure; and Strategic Thinking. Interpersonal/behavioural competencies: Active listening; Attention to Detail; Analytical Thinking; Continuous Learning; Disciplined; Empathy; Inclusivity; Resilience; and Stress Management.

Other Special Requirements

N/A

How to apply

Internal candidates must apply using this email address: Lindi.internalrecruitment@sita.co.za

External candidates must apply using this email address: Lindi.recruitment@sita.co.za

Closing Date: 22 February 2021

Disclaimer

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- 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 applicants` documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be accepted
- CV`s sent to incorrect email address will not be considered