



VACANCY

REFERENCE NR	:	VAC02319
JOB TITLE	:	Consultant: Employee Relations
JOB LEVEL	:	D2
SALARY	:	R 620 597 - R 930 895
REPORT TO	:	Lead Consultant: Employee Relations
DIVISION	:	Human Capital Management
DEPARTMENT	:	HCM: ER & Wellness
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

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 Area

- 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.

Qualifications and Experience

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

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

Technical Competencies Description

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.

Other Special Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process;

1. Register using your ID and personal information;

2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact egovsupport@sita.co.za **OR call 080 1414 882**

CV`s sent to the above email addresses will not be considered

Closing Date: 03 May 2024

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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 considered.