

EMPLOYEE RELATIONS OFFICER

Salary: (T11/C3) R28 970.97 per month (Basic Excluding benefits)

JOB PURPOSE

- Effectively assist in the management of the company's Employee Relations and Employment Equity related issues
- Plan, develop, advise, conduct research and monitor the adherence of JM to all Labour related legislations, the changing of Labour legislations, changing environment and the best practices in the field of Labour relations so as to bring the JM up to speed with the changing environment

DUTIES AND RESPONSIBILITIES

- Provide individual and/or group advice, guidance and professional support to employees and employee representatives and others with respect to interpretation and application of employee relations and associated policies, practices, and procedures
- Conduct research, design and develop Human Resource related policies and procedure and monitor the implementation thereof
- Advise on and assist with the handling of all disciplinary transgressions and terminations
- Advise on and monitor the adherence to all relevant labour legislation
- Respond to and coordinate resolution of policy-related enquiries emanating from the Human Resources Department, other department constituencies, employees, or job applicants
- Provide assistance, advice and guidance to employees under the provisions of the company policy
- Provide or coordinate provision of a range of work-related dispute resolution services as required, to include mediation, conciliation, negotiation, and/or formal arbitration
- Establish and maintain structures to facilitate management and trade union interactions
- Interpret and provide advice and guidance regarding the terms of the Company's collective bargaining agreements to ensure Company-wide administrative compliance
- Monitor relevant events (strikes or protest actions) in external environment and assess the impact on the JM business
- Develop and maintain corporate employee relations data bases and tracking systems; collect and analyse employee relations data and prepares periodic and ad-hoc reports

Handwritten signature and date: 16/04/2024



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JoburgMarket

a world class African city

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DUTIES AND RESPONSIBILITIES

- Effectively manage and register all Labour disputes with the insurance on a continuous basis
- Handle and manage all CCMA, Bargaining Council and Labour court cases
- Liaise with role players such as shareholder unit's Labour relations department, Department of Labour, CCMA, Bargaining Council, trade union officials, Labour consultants and insurance company representatives
- To undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post

QUALIFICATIONS

- Bachelor's Degree/ BTech Labour Law / NQF Level 7
- Minimum of 2 years in Labour Relations dispute handling procedure

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Joburg Market reserves the right not to make appointment

Email to: EOfficer@joburgmarket.co.za

Please note all CV's must have the following

Attachments: Cover Letter, certified copy of ID, and supporting qualifications, if not attached your application will be rejected. **NO APPLICATION FORMS MUST BE COMPLETED**

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

Please take note that if you are not contacted after 4 weeks of closing date; consider your application as unsuccessful.

N. B. Applicants from Indian, Coloured and White population Groups are encouraged to apply.

The closing date is 30th April 2024 at 12:00 pm.

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16/04/2024