



Employee Relations Officer

Salary: R26 203.00 (T11/C3) 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 departments, 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, research, identify, and interpret current and emerging employee relations issues, trends, and opportunities and develop and implement responsive Company-wide programs, initiatives, and communications, Develop and maintain corporate employee relations data bases and tracking systems; collect and analyse employee relations data and prepares periodic and ad-hoc reports, 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,
Advise on and assist with Employment Equity plan, Develop and prepare Employment Equity reports submitted to the department of Labour on annual basis,
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

Bachelors' Degree / B-Tech Labour Law / NOF level 7

Minimum of 3 years' experience 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. Employer has the right not to make an appointment.

Email to employee-relations-officer@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

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

NO APPLICATION FORMS MUST COMPLETED

N. B. People from previously disadvantaged group are encouraged to apply

The closing date is 28 April 2022 at 12:00 pm.