

Re-Advert:- MANAGER: EMPLOYEE RELATIONS AND EMPLOYMENT EQUITY

**Salary: (T14/D1) R45 592.00 per
month (Basic Excluding
benefits)**

JOB PURPOSE

- Effectively manage the Employer-Employee Relations and Employment Equity related matters. Plan, develop, advise, conduct research and monitor the adherence by JM to all Labour related legislations, the changes to Labour legislations and the best practices in the field of Labour relations.
- Ensuring sound compliance to Labour Legislations, JM policies, regulations and procedures through the establishment of relevant forums.

DUTIES AND RESPONSIBILITIES

- Interpret labour legislations, collective agreements, HR policies, arbitration awards and shareholder directives on labour relations
- Provide advice to Board, Management and employees on the implementation of labour legislations, collective agreements, HR policies, arbitration awards and shareholder directives.
- Conduct research, design and develop Human Resource policies, procedures while ensuring alignment to labour legislations.
- Communicate and monitor implementation of the HR policies
- Advise and facilitate the handling of all grievances and disciplinary processes
- Engage in consultations regarding restructuring, redundancies and retrenchments
- Coordinate and facilitate the resolution of all disputes and labour litigation cases
- Establish and facilitate the effectiveness of all labour related forums.
- 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 analyze employee relations data and prepares periodic and ad-hoc reports
- Effectively manage and register all Labour disputes with the insurance as necessary.
- Liaise with role players such as shareholder units, Labour relations department, Department of Labour, CCMA, Bargaining Council, trade union officials, Labour consultants and insurance company representatives
- Oversee the implementation of the Employment Equity plan
- Prepare and submit Employment Equity reports to the department of Labour as prescribed
- Coordinate and facilitate the Employment Equity committee meetings on constant basis Compile and submit reports as required
- Maintain an effective manual and electronic record keeping system
- Perform miscellaneous job-related duties as assigned




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PO Box 86007
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Joburg|Market

a world class African city

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QUALIFICATIONS

- Bachelor's degree or BTech at NQF level 7 in Labour Relations or similar field
- Minimum of 3 Years' experience in Labour Relations

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: ermanager@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, Colored and White population Groups are encouraged to apply.

The closing date is 23 August 2023 at 12:00 pm.

 11/08/2023



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