

APPLICATIONS ARE HEREBY INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS FOR APPOINTMENT IN THE FOLLOWING POSITIONS:

INTERNAL & EXTERNAL

POSITION: Employee Relations Manager

LOCATION: Bloemfontein Office (1)

(REFERENCE NUMBER: ERM/BLOEM-VCW/07/2024)

PRIMARY DUTIES

- Ensure implementation of the disciplinary Code of Conduct and Procedures.
- Provide quality assurance and ensure consistence on handling of all disciplinary matters.
- Analyse proceedings and outcomes of disciplinary procedures.
- Ensure appointment of presiding officers/prosecutors
- Ensure timeous conclusion of labour matters and issuing of outcomes.
- Provide professional advice and guidance to Line Management, employees and Labour as required on handling of internal disciplinary issues.
- Attend to conciliation/arbitration matters and represent the Entity at the CCMA and arrange for representation at the Labour Court.
- Represent the Entity at the Bargaining Council.
- Advise Management on handling of labour disputes and be the Spokesperson for Management.
- Seek Management mandate prior to negotiations with Labour.
- Responsible for formulation of agreements and consolidate labour agreements.
- Involvement in conclusion of the negotiations at plant level and represent the Entity at National level.
- Prepare annual Local Labour Forum (LLF) schedule and ensure attendance of meetings.
- Management of LLF processes and be the spokesperson for Management.
- Conduct information sessions for all employees on ER policies, processes and SOPS.
- Prepare monthly summary reports on Labour Relations matters for Human Resources, EXCO and Board reporting.
- Ensure compliance with procurement processes for sourcing professional legal services.
- Provide input on Policies; Annual Report and Business Plan.
- Supervise subordinates and conduct performance assessments.
- Observe all Health and Safety protocols and procedures.
- All assignments as directed from time to time

MINIMUM REQUIREMENTS:

- Relevant degree or equivalent qualification in Industrial/Labour Relations.
- Minimum of 3 – 5 years Labour/Industrial Relations managerial experience.
- Competent in MS Office.
- Thorough Knowledge of relevant legislation framework pertaining to Industrial/Labour Relations.
- Report writing skills.
- Valid Code B Drivers' License.

Application Process:

Interested candidates are encouraged to submit their applications, including an application letter, curriculum vitae, and certified copies of qualifications, to the following email address: vcwerm@miltonresourcing.co.za. Candidates should also note that the detail information of the job is available on the Vaal Central Water website under vacancies. Please clearly indicate the position applied for and the reference number in your application. Note that applications without certified copies will not be considered. For inquiries, kindly contact Ms Nkagiseng Motlhaolwa, Acting Executive Corporate Support on 051 430 0800. Late applications will not be considered.

CLOSING DATE: 19 August 2024**DISCLAIMER:**

- *In evaluating prospective applicants and making the final selection, consideration will be given to promoting Water's Boards Equity and Diversity Objectives. If candidates have not received feedback within 30 days, it should be assumed that their application was not successful.*