

Job Specification & Recruiting Profile of Vacancy

09 October 2019

The following vacancy exists at NSFAS in Cape Town.

Position	Employee Relations Specialist	Type & Grade	11 (12 Months FTC)
Vacancy No	122 of 2019/20	Department & Unit	Human Resources

POSITION OVERVIEW:

The main purpose of the role is to provide operational support to the Senior Manager: Employee Relations on Employee/ Industrial Relations and related matters.

RESPONSIBILITIES:

1. Industrial Relations

- Preparation of conciliation and arbitration cases.
- Case investigation and advise for case preparation.
- Liaising with CCMA and other key stakeholders in insuring that all processes are followed.
- Liaising with Trade Unions.
- Review and implementation of company Policies and Procedures.
- Represent the employer in CCMA Cases if, and when required
- Prompt and proper handling of disciplinary and grievance matters.
- Provide support and conflict resolutions in grievance and disciplinary matters.
- Assist Managers with drafting charge sheets.

2. Employee Relations

- Provide guidance and support to Line Management with regards to employee relation matters.
- Performing trend analysis and data analytics and make recommendations to address service problems identified.
- Continuously seek efficiencies in current processes and formulate strategies for new implementations.

3. Stakeholder Engagement

- Build and maintain relations with Trade Unions
- Conduct training, workshops and consultation on Employee relation matters
- Co-ordinate Bargaining Forum meetings

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- A three year post matric qualification in Human Resources, Social Sciences, Employee Relations, Labour Law, LLB or related field
- A total of 8 years' experience in Human Resources of which 3 years must be in specialising in ER/IR
- Experience working in a unionised environment
- Strong knowledge of relevant legislation including but not limited to EEA, BCEA, LRA
- CCMA representation
- Valid Driver's Licence
- Clean Criminal record
- Microsoft Office Suite

Skills & competencies required:

- Excellent communication skills (verbal and written)
 - Be able to work under pressure and meet tight deadlines
 - Establish strong relationships with both internal and external stakeholder
 - Good reporting skills
 - Negotiation
 - Research
 - Investigation
 - Attention to detail
 - Problem solving skills
 - Accountability
 - Change Management
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REMUNERATION & BENEFITS

Remuneration Package:

R 731, 862 to R 862, 105 per annum

Total Cost to Company per annum inclusive of all benefits and company contributions.

PLEASE NOTE

Closing date: 23 October 2019.

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Nokulunga Mtse via email jobs@nsfas.org.za. NSFAS do not consider late applications. Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates. NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful.

**** NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations ****

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