

ADVERT



DISPUTES INTERNSHIP- (GAUTENG REGION -BRAAMFONTEIN)

PURPOSE OF THE JOB

Responsible for assisting and providing service and administrative duties to the Disputes section as required by the Gauteng Region and operations team whilst empowering themselves with necessary skills and knowledge.

Job Objectives:

- Provide the first line of dispute resolution service to stakeholders
- Open cases of dispute for Applicants
- Ensure cases are correctly screened and captured manually and on the Case Management System
- Providing support for telephonic enquiries and walk in clients
- Ensure effective and responsive communication with internal and external stakeholders
- Screen cases and ensure correct interpretation of Dispute rules
- Management of dates received from Commissioners and Interpreters
- Scheduling of cases within prescribed time frames
- Execution of Rulings and Awards within prescribed time frames
- Ensure perusal of Awards and Rulings within prescribed time frames
- Maintain and update the Case Management System
- Ensure invoices are processed and submitted on time
- Ensure effective administration of Commissioners, Interpreters, employees and employers engagement
- Management and allocation of boardrooms
- The overseeing of regional reconciliation and preparation of closed cases for submission of claims to the CCMA
- Assist clients with Section 143 application
- Ordering of stationery and downloading of recordings
- Coordinate invoices and prepare spreadsheet for Commissioners and Interpreters

Essential requirements of the post

- Matric Certificate
- Must have a three-(3) years National diploma and/or Degree in Labour Relations/ Human Resource Management qualification.
- The candidate must have the ability to take direction, pay attention to details and work independently as well as in a team setting.

- Computer Literacy
- Filing Systems knowledge
- Basic Report writing
- Applicant must be unemployed, and a South African Citizen by birth.

Remuneration Grade: (Stipend Salary will be paid)

The internship programme will run for a period of a year until 2025 and a monthly stipend will be paid.

It is Council's intention to promote equity through the filling of all numeric targets as contained in the EE plan, preference will be given to African Males; African Females; Coloured Males; Coloured Females; White Males and White Females.

Applications accompanied by a comprehensive WORD/PDF format CV with academic transcripts/qualification must be forwarded to the NBCRFLI Human Resources Department via e-mail to recruitment-ms@nbcrfi.co.za before the closing date.

Closing date: 10 October 2024

Should you not hear from us 30 days after the closing date, please consider your application unsuccessful.

PROTECTION OF PERSONAL INFORMATION ACT.

Personal information collected and processed for purposes of recruitment will be protected from unauthorised access and improper use or disclosure.

DECLARATION AND INFORMED CONSENT.

By submitting your application for the advertised role, you give Council permission to process your personal information and you acknowledge that you understand the purpose for which it is required and for which it will be used. Furthermore, you declare that all personal information supplied to the Council for the purposes of recruitment is accurate, up to date, not misleading and that it is complete in all respects.