



Circular 10: DATE ADVERTISED: 18 JULY 2024

ASSISTANT MANAGER: LABOUR RELATIONS (12 MONTHS FIXED-TERM CONTRACT) (REF: 10/2024/36)

SALARY: R737 268.08 – R1 067 833.37 PER ANNUM TCTC (ALL- INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Implement the labour relation functions and activities within the JRA.
- Ensure regular communication with ER (Employee Relations) stakeholders.
- Generate regular reports on all labour relation matters.
- Ensure that local labour forum decisions are carried out.
- Provide labour relations training to supervisors and shop stewards.
- Identify training needs and implement training programmes.
- Conduct roadshows to educate and introduce new policies.
- Handle grievance and disciplinary matters within JRA.
- Appoint the presenting officer and the presiding officer to conduct hearings.
- Facilitate grievance procedures and ensure that the matter is dealt with correctly.
- Represent the JRA at meetings.
- Attend stakeholder meetings (including the Bargaining Council and the CCMA)
- Conduct one-on-one discussions with staff in order to evaluate and provide guidance and support.
- Identify and manage the operational risks of the sub-unit and make inputs to the operational Risk Register.
- Manage the sub-unit’s budget in line with business objectives.
- Comply with supply chain processes to ensure successful implementation of operational plans activities.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor’s Degree in Labour Relations /HCM related field or relevant NQF level 7 equivalent.
- Valid Driver’s license
- Five (5) years’ experience in Labour Relations/HCM related field, inclusive of three (3) years in a supervisory position.

The JRA is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company’s Employment Equity Plan to promote its representativity (race, gender, and disability).

Only shortlisted candidates will be contacted.

<https://share-eu1.hsforms.com/1UsDczE0pSseGKZPryVE3IAew554>



NB: Please note that should you not be contacted within thirty working days after the closing date, please consider your application unsuccessful. Johannesburg Roads Agency reserves the right not to appoint. Closing Date: 26 July 2024