



Circular 10: DATE ADVERTISED: 18 JULY 2024

OFFICER: LABOUR RELATIONS (ER) (12 MONTHS FIXED-TERM CONTRACT) (REF: 10/2024/37)

SALARY: R 348 701.35 – R523 052.02 BASIC SALARY PER ANNUM

KEY RESPONSIBILITIES

- To be responsible for minute taking at different forums, and to advise the JRA on labour relations issues and legislation whilst ensuring compliance to relevant legislation.
- To support the Manager on SALGBC and disciplinary/grievance hearings.
- Preparation of various correspondences such as appointment letters, charge sheets etc.
- Advise the parties on the date and venue for disciplinary hearings.
- Compile monthly and quarterly reports on ER cases.
- Advise both the employer and employees in terms of the latest Labour Relations Laws, Principles, Regulations, Procedures and Legislations that needs to be followed and how to implement them (e.g. AWOL issues, employees fighting in the work place etc.)
- Manage and assist with the grievance procedure.
- Assist and provide advice in the Disciplinary hearing process.
- Forward a misconduct Registration Form to the line manager for completion.
- Provide advice to the line manager in terms of information the accused employee of the allegations levelled against him/her.
- Ensure that the Presiding Officer’s outcome is communicated to all parties to enable the accused employee to appeal the recommendation should a need arise, including the HCM for processing the accused and his/her union representative.
- Follow up with the applicable Appeal Authority regarding any Appeals made by the accused employee.
- Ensure that upon receipt of the notification date for Conciliations and Arbitrations, the matter is recorded on the ER register.
- Prepare for the Bargaining Council/ CCMA case in line with the ER manager’s plan.

REQUIREMENTS AND SELECTION CRITERIA

- Three-year (3) Diploma in Labour Relations/HCM related field or relevant NQF level 6 equivalent.
- Three (3) years’ experience in Labour Relations and/or Human Resources.

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/1DqHqwHuKRMqWGp-iPnbkqQew554>



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