

BE PART OF THIS TEAM

The East London Industrial Development Zone SOC Ltd is a State Owned Corporation set up by government through the South African Industrial Development Zones Programme (now the South African Special Economic Zones Programme) to develop, operate and maintain modern infrastructure and to complementarily attract strategic investments for the region.

POSITION: EMPLOYEE RELATIONS OFFICER / Ref: REC/04/22

Minimum Requirements: • Degree in Labour Law / Labour Relations / Industrial Relations • 4-6 Human Capital / Resource experience of which at least 3 years must be IR/ER related • Proven experience in dealing with Grievances, Incapacity, and Disciplinary Procedure / Processes / Enquiry • Proven experience in dealing with Trade Unions • Proven track record of business representation at CCMA.

Required Competencies: • Knowledge of Grievance, Incapacity and Disciplinary Procedure • Attention to details • Conflict Management skills • Advanced labour relations Minute taking (Transcript) • Report Writing Skill • Advisory Skills • Knowledge and understanding of Public Financial Management Act • Knowledge of HR related policy and legislation • Knowledge and understanding employee wellness, change management and organisational development • Ability to develop and implement EAP programmes • Knowledge and understanding Occupational Health and safety procedures • Computer literacy (MS office: Word, PowerPoint, Excel).

Specific Functional Responsibilities: • **Employee Relations** • Develop, implement and review the Employee Relations policy and Strategy • Promote and maintain sound employer and employee relations in line with statutory requirements and best practice • Provision of Labour Relations / Employee Relations support / initiatives & interventions • Ensure that discipline is applied correctly and consistently across all divisions • Build and maintain professional organised labour relationships • Conduct and facilitate negotiations with Trade Unions • Assisting operational management with professional advice on people related issues • Conflict management • Facilitate continuous development of all employees on employee relations, including shop stewards • **Disciplinary matters/Grievances** • Business representation at CCMA for both conciliation and arbitration proceedings • Facilitate the management of discipline, grievances, incapacity and dispute resolution • Leads investigations and / or provides guidance to line management • **Administration** • Reviews and implements code of conduct • Reviews disciplinary policy and procedures • Prepares all disciplinary related documents (warnings, hearing notices, grievance meetings) • Takes responsibility in ensuring that all documentation is in place and holds up to legal scrutiny • Keep up to date the records of disciplinary hearing and grievance records • **Risk and Compliance** • Monitor employee relations and ensure compliance by conducting audits to ensure standardised practices, best practices, legal conformance, identifying deviations and devising corrective measures • Monitoring the adherence to HR policies and procedures • Escalate matters of concern as necessary to ensure that the interest of the company is protected • Assess and mitigate the risks on all disciplinary, grievance and labour dispute matters • **Training** • Identify Employee Relations training needs of staff • Capacity building of line management and employees on employee / labour relations and legislation • **Employee Wellness** • Develops relevant Employee Health and Wellness (EHW) standards through development of policies, standards and plans • Communication and awareness of Employee Health and Wellness (EHW) services and programme • Implements initiatives to improve work environment conditions and to foster employee wellness and on-the-job safety • Conduct in-depth analysis to identify and priorities workplace and employee health and wellbeing issues and interventions • Create an organizational culture that promotes health and wellness and leads to positive the employee perceptions of the work environment • **Reporting** • Monitor and track Employee Relations statistics • Report on Wellness initiative and intervention • Report on organisation climate surveys.

Applications must be submitted by e-mail to: recruitment@elidz.co.za.

The closing date is 23 March 2022. If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill this position. **The ELIDZ is committed to giving preference to suitably qualified persons with disabilities and to African Males as per our EE Plan.**

The personal information submitted in response to this advertisement shall be processed solely for purposes relating to the position applied for, as mandated in law. The East London IDZ undertakes to ensure that appropriate security control measures are implemented to protect all the information submitted by the applicant.

Tel: 043 702 8200 / www.elidz.co.za

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