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2017

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2017

Tel +27(0) 10 219 9000
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www.jhbproperty.co.za

City of Joburg Property Company SOC Ltd

Permanent appointment applicable to JPC employees

Vacancy: Manager: Employee Relations and Wellness
Business Unit: Human Capital Management
Reporting To: Head: Human Capital Management

Ref: HCM: M-ER07/2019

Applicable total basic salary per month (excluding benefits) for the above position is R 62 523.13

Purpose of the position:

To manage and contribute to organisational effectiveness and facilitate a positive employee relations environment at the JPC. Develops programs that create awareness, motivation and provides tools to employees that help them adapt and maintain a well-rounded healthy lifestyle.

1. Employee Relations Responsibilities

1.1 Providing strategic leadership and direction

- Assist with the development of the HCM strategy
- Develop the employee relations implementation plan
- Monitoring of implementation plan against set targets

1.2 Conduct labour relations research and impact analysis of processes

- Research on trends and developments
- Conduct LR training to line managers and employees
- Develop communication strategies

1.3 Facilitate the company's representation in dispute resolution structures and bargaining councils

- Represent the company during CCMA/ Bargaining council processes.
- Provide advisory services to line management
- Brief legal counsel to properly prepare for Labour Court and relevant cases



Non-Executive Directors: Moeketsi Rabodila (Chairperson), Prof Hamanth Kasan, Motshubi Letsapa, Maggie Mojaelo, Obakeng Mongale, Kululwa Muthwa, Yongama Pamla, Lonwabo Qina

Executive Directors: Helen Botes (Chief Executive Officer)
Imraan Bhamjee (Chief Financial Officer)
Company Secretary: Craig Matthews
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1.4 Collective bargaining and negotiations

- Convenes the Local Labour Forum (LLF)
- Provide administrative support as the secretariat of the forum
- Drives the implementation of resolutions taken at the LLF
- Develop communication strategies for implementation by the various stakeholders
- Advise management on collective bargaining processes
- Provide input into collective agreements and interface within JPC

1.5 Facilitate the resolution of grievances and disciplinary cases

- Misconduct and grievance investigations
- Provide advisory services, support and assistance to line management
- Initiating formal and informal disciplinary enquiries
- Representation at different disciplinary structures
- Facilitation of resolution of grievances and complaints
- Implement policies and processes aligned to the LRA, BCEA, EEA and all other relevant legislations

1.6 Consultation and advisory services

- Provide one-on-one coaching and support to line managers in relations to labour relations matters

1.7 Management and supervision

- Develop and implement performance plans and learning and development plans for direct reports
- Provide coaching to subordinates
- Submit monthly reports to the Head: HCM on progress made against targets

2. Employee Wellness Responsibilities

- Responsible for developing, planning, marketing and executing company-wide wellness initiatives and programs
- Work with the company's insurance carriers to increase participation in lifestyle management programs, increase compliance rates for preventative screenings and preventative medicine, overall.
- Make budget recommendations to Benefits Manager in regards to wellness initiatives/programs.
- Develop relationship with external broker in order to leverage the medical plan for wellness initiatives.
- Coordinates the planning and delivery of wellness programs including
 - Health awareness (bulletin boards, newsletters),
 - Educational campaigns (workshops logistics),
 - Behaviour change programs (Choose to Lose, Maintain Don't Gain),
 - Health assessments/screenings (biometric events, incentive programs, health fairs),
 - Smoking Cessation and other health related programmes



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3. Minimum Requirements

- 3 year degree in Labour Relations
- A Post graduate in Labour Relations/ Labour Law

4. Years of Experience

- 3 years' experience in a highly unionized environment preferably in a Local government sector

5. Knowledge, skills and Attributes

- Knowledge of labour legislation
- CCMA rules and collective bargaining processes
- Understand and interpret ethical, legal, compliance and governance context of the organisational culture and behaviour
- Advanced negotiation skills
- Strong organisation and analytical skills
- Conflict resolution
- Reporting writing
- Building and maintaining relationships

6. Note:

- Candidates who fall within the employment equity designated groups are encouraged to apply and appointments will be made in accordance with the Company's Employment Equity Policy and Plan.
- Submit a detailed, relevant CV via e-mail to **JOBS@jhbproperty.co.za**, quoting the relevant reference and job title
- Should you not receive any correspondence within 6 weeks, please consider your application unsuccessful

Closing date 19 July 2019



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