



City of Johannesburg
Pikitup

Pikitup Head Office
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www.pikitup.co.za
www.joburg.org.za

EXTERNAL VACANCY CIRCULAR: 04/2019

- All qualified persons are invited to apply for the positions listed in this circular
- Only applications from employees of Pikitup will be considered for “Internal Vacancies”
- An application form and comprehensive CV(if requested) must be forwarded to the contact details mentioned in the advert
- Late applications will not be considered.
- Pikitup reserves the right not to fill any advertised vacancy.
- Only candidates who meet all the minimum requirements stipulated in the advert, will be considered.
- Only short listed candidates will be contacted. If you do not hear from us within six weeks from the closing date, please consider your application as unsuccessful.
- Pikitup is an equal opportunity employer
- Appointments will be finalised within four months from closing date on the advert.
- By completing and submitting an application for employment, you authorize Pikitup to submit your personal details to our external service providers to verify your identity, qualifications, previous criminal convictions and any other data related to inherent requirements of the post.
- Candidates who submit false or misleading information shall be automatically disqualified.

To apply, please download and complete the application form available on the vacancies page on the Pikitup website and submit your application as per the requirements on the advertisement. Please attach certified copies of your identity and qualifications. Shortlisting will be based on completed application forms so please complete all sections.

POST TITLE	DEPARTMENT	LEVEL
Employee Relations: Specialist X3	Human Resources	D

PUBLISHED DATE: FRIDAY, 15 NOVEMBER 2019

CLOSING DATE: MONDAY, 02 DECEMBER 2019

REENA BUDREE
EXECUTIVE MANAGER: HUMAN RESOURCES



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VACANCY: SPECIALIST: EMPLOYEE RELATIONS

Date of the advert: 17 November 2019

**Closing Date for application: Monday 02 December 2019
(16h30)**

Department : Human Resources
Post Title : Specialist: Employee Relations
Location : Head Office
Level : D

Reference No: HR17/SER/2019

Post Description

The purpose of this role is to provide Employee Relations advisory service to the depots and to ensure adherence to employee relations policies and procedures and agreements.

Key Responsibilities

- ✓ Support management in the participative structures by providing specialist ER advice to the HR forum management caucuses regarding planning for the engagement process and on decision making risk and strategy.
- ✓ Monitor employee relations key performance indicators and ensuring compliance by compiling a divisional monthly report with critical data, conduct audits to ensure standardised practices, best practices, legal conformance, identifying deviations and devising corrective measures.
- ✓ Advising all parties on the content and application of Pikitup's industrial action policies and stance.
- ✓ Conducting regular audits within the division to ensure that the strike management and contingency plans are correctly implemented and up to date.
- ✓ Advising and consulting with management during unprotected industrial action (strikes, protest action, etc.), in line with relevant policies and legislative provisions.
- ✓ Assisting with the legal analysis and risk evaluation of potential disputes and disputes that are declared, to determine the appropriate management strategy.
- ✓ Providing into the formulation of relevant and proactive communications to management and employees, before, during and after industrial action.
- ✓ Advising management throughout the negotiation process at local level during protected industrial action.
- ✓ Assisting with obtaining and influencing settlement mandates for statutory conciliation and non-statutory mediation proceedings.
- ✓ Determining management strategies and options during conciliation and mediation proceedings.
- ✓ Assisting with the analysis, evaluation and implementation of arbitration and pre-dismissal arbitration awards to determine possible grounds for rescission or review.
- ✓ Provide a specialist consulting and advisory service on all employee relations related policies, agreements and procedures.
- ✓ Facilitation of disciplinary hearings and appeals.
- ✓ Handling and facilitation of complaints and grievances.
- ✓ Facilitation of training on strike management, grievances and disciplinary matters.
- ✓ Monitoring of suspensions in order to ensure compliance with the applicable collective agreement.

Non-Executive Directors: Prof. J Snyman, Mr. C Mayne, Ms S Bogatsu, Mr. V Mathebula, Mr. L Brenner, Mr. T. Zwane, Mr. L Verveen, Ms. T Mafanya. **Board Chair:** Ms.N Mkhize **Acting Managing Director:** Mr. C. Dyani. **Chief Financial Officer:** Mr. L. Matsila. **Registration Number:** 2000/029899/07. **Auditor:** Auditor General of South Africa

Minimum Requirements

Minimum Qualifications

- ✓ Relevant degree in Labour Law, Labour Relations, Human Resources and Industrial Psychology.
- ✓ Drivers licence.

Minimum Experience

- ✓ A minimum of 5 years' employee relations specialist experience in a unionised environment.

Required Competencies

Knowledge

- ✓ Knowledge of the public service or ambit of public entities will be an added advantage.
- ✓ Knowledge and/or understanding of Municipal Finance Management Act (MFMA).
- ✓ In –depth knowledge of various aspects and application of employment laws.
- ✓ Governance, ethics and values.
- ✓ Knowledge of contemporary employee relations dynamics, case law, labour legislation, trends and trade union matters.

Skills

- ✓ Leadership.
- ✓ Formulating Strategies & Concepts.
- ✓ Conflict Management Skills.
- ✓ Dispute Resolution Skills.
- ✓ Strategic Management Skills.
- ✓ Change Management Skills.
- ✓ Problem-solving skills.
- ✓ Negotiation skills.
- ✓ Networking skills.
- ✓ Presentation skills.
- ✓ Strong written and verbal communication skills.

Behaviours

- ✓ Adhering to Principles and Values.
- ✓ Planning and Organising.
- ✓ Deciding and initiation action.
- ✓ Delivering Results and Meeting Customer Expectations.
- ✓ Relating and Networking.
- ✓ Working with People.
- ✓ Persuading and Influencing.
- ✓ Presenting and Communicating Information.
- ✓ Adapting and responding to change strategies, initiatives and projects.

Preferences/Advantages

- ✓ Postgraduate degree in Labour Law, Labour Relations, Human Resources and Industrial Psychology.
- ✓ 5 years' experience, inclusive of 2 years in a unionised environment.

Interested **applicants** must please complete the application form available on the vacancies page at pikitup.co.za. For enquiries contact **Shirley Tjiane 0873571086** or **Keo Segosapelo 0873571129**. Completed application forms, CV and supporting documents should be submitted to recruit102019@pikitup.co.za by **16h30** on **02 December 2019**. No late or incomplete applications will be considered. Please ensure that the correct reference is inserted in subject line of email.

- Please quote the above position name on all correspondence relating to this circular / advert.
- Pikitup reserves the right not to fill any vacancies.

- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.

PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST.