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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Assistant Director: Presenting

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER


- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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ASSISTANT DIRECTOR: PRESENTING

<u>DEPARTMENT:</u>	Group Corporate & Shared Services (GCSS)
<u>BRANCH:</u>	Group Human Capital Management (GHCM)
<u>DESIGNATION:</u>	Assistant Director: Presenting
<u>REMUNERATION:</u>	R49 989,72 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	Civic Centre, 158 Loveday Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12 plus Degree in Labour Relations Management, Human Resources Management, Advanced Diploma or equivalent at NQF level 7 qualification with labour relations or labour law as a major;
- 6 - 8 years' experience in labour relations environment or related field of which 2 years must be at a middle management level;
- Proven track record in Labour Relations management and litigation;
- Knowledge of labour legislation, collective agreements and requisite policies; and
- Valid driver's licence.

Primary Function:

Provide strategic expert Labour Relations oversight, advisory, advocacy, counsel and support, ensuring consistency and quality of collective agreements, labour policies and procedures. Work with a team of Operational Managers, Labour Relations and Human Resources Professionals and Line Managers to address employee relation issues, providing advice and direction, including providing counsel and support to managers in addressing employee grievances. Provide guidance to leadership and line management in relation to progressive legislative compliance, grievance management, discipline; being responsible for dispute resolution, including meetings, joint conferences, mediation and arbitration. Represent the City in relevant fora, provide strategic generalist support on Labour Relations and Human Resources support to the client group as well as acting as a change management leader. Represent the City in dispute handling and management.

Key Performance Areas:

- Manage activities relating to compliance and support according to the Department's policies and guidelines so that they are done in a cost-effective and efficient manner;
- Manage, facilitate/prepare and control procedures associated with grievance and enquiries/disciplinary and appeal hearings on behalf of the Municipality;
- Facilitate/prepare for and/or represent the Municipality in handling disputes at their SALGBC, CCMA or Independent dispute resolution bodies on its behalf;
- Provide support and assistance in the City's litigation processes;
- Facilitate/prepare and/or represent the Municipality in appeal against disciplinary action hearings;
- Provide practical training and guidance to management on procedures and applications associated with specific Labour Relations processes;



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- Perform specific administrative tasks/responsibilities associated with the functionality;
- Facilitate the maintenance of the relationship with stakeholders such as IMATU, SAMWU, SALGA, SALGBC);
- Provide employee relations advisory services in support of attaining labour peace and stability;
- Provide support in Collective Bargaining;
- Manage and monitor staff within the Department so that they are able to achieve the objectives set for them;
- Define/adjust the role boundaries; workflow processes and job design against laid down service delivery requirements.

Leading Competencies:

- Good Consulting, Interpersonal, Problem Solving, Conflict resolution, Presentation, Project Management, Coordinating, Communication and Time Management skills;
- Computer literacy (MS Office Packages, including Word, Excel, and PowerPoint);
- Excellent written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating and time management skills.

Core Competencies:

- Thorough understanding of the ELR field's concepts, practices, procedures, and relevant and applicable legislation;
- A wide degree of creativity and latitude is expected;
- Knowledge of related policies and legislation governing Labour Relations;
- City's strategic business planning processes and Research and Networking.
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

“THIS IS A RE-ADVERTISEMENT OF THE POSITION PUBLISHED IN CIRCULAR 047/2024 AND CANDIDATES WHO APPLIED BEFORE ARE INVITED TO RE-APPLY FOR THE POSITION”

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/15xqM5M4xTae0BtmzwRJ4Twew554>



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APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Regina Hartley

Tel No: 011 407 7139

CLOSING DATE: TUESDAY, 16 JULY 2024

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check,
- Identity validation.