

PERMANENT POSITION

Department: Group Legal & Contracts
Branch: Litigation Management
Designation: Presiding/Initiating Officer:
 Disciplinary Enquiry
Salary: R41 493.20 pm
 (basic salary excluding benefits)

Educational Requirements and Experience:

- Bachelor's degree in Labour Law / Industrial Relations / NQF level 7.
- Eight (8) years' experience in presiding over disciplinary enquiries.
- Certificate in Labour Dispute Resolution Programme (LDRP) by CCMA or CCMA Accredited Institution will be an added advantage.
- Knowledge of Labour Case Law.
- Computer Literacy.
- Must have a valid driver's license.
- Decision making, Resilience, Listening and Communication Skills.
- High integrity and ethics.
- Good written communications skills.
- No criminal record.

Job Description: Manage and preside over disciplinary enquiries in accordance with Common Law and Labour Law prescripts. Give verdict and impose appropriate sanctions in disciplinary enquiries. Preside over disciplinary appeal hearings. Write up disciplinary / appeal hearing outcomes.

Contact Person: Regina Hartley
e-mail: Reginah@joburg.org.za
Tel No: (011) 407 7634/7635
Workplace: Metropolitan Centre, 158 Civic Boulevard,
 Braamfontein

This is an employment equity-targeted position and preference will be given to EE-targeted groups, including people with disabilities.

Closing date: 06 MARCH 2018

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointment will be made in accordance with the COJ's EE Policy. Applications must contain at least 3 references. An application form together with a comprehensive CV must be forwarded to the contact details above.

The application form can be obtained from the CoJ website, at www.joburg.org.za. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

