

# **UNIVERSITY OF SOUTH AFRICA (UNISA) SEEKS TO APPOINT SELF-MOTIVATED INDEPENDENT CONTRACTORS WITH THOROUGH KNOWLEDGE OF ALL LABOUR LEGISLATION, AND DISPUTE RESOLUTION PROCEDURES**

**The University seeks to appoint highly skilled, experienced and dynamic Independent Contractors to serve on the panel of chairpersons and investigators.**

**Purpose:** To assist UNISA and its Institutional structures by providing Employee Relations related services as chairpersons of grievances, disciplinary and incapacity matters, conducting investigations relating to complaints, misconduct, and related matters with a strong focus on procedural and substantive fairness.

## **Key Performance Areas:-**

1. Chairing disciplinary hearings, grievance committees and incapacity matters relating to poor work performance or ill-health cases.
2. Conducting investigations, formulate charges of misconduct, and represent the employer in disciplinary matters, as well as other high profile cases relating to Grievance and incapacity cases in accordance with the University policies and procedures.
3. Facilitate conflict resolution and/or mediation between the parties.
4. Draft thorough and documented reports for the employer's consideration.
5. Provide advisory reports and where appropriate make presentations to the employer.

## **Minimum Requirements:**

1. A Bachelor's Degree in Labour Relations or LLB or Post-graduate qualification in Labour Law. Extensive knowledge and experience with labour legislation and collective agreements.

2. At least 5 years work experience in chairing disciplinary hearings, grievance committees, incapacity matters, and conducting investigations.
3. Critical Skills: Communication (written and spoken – English), planning, organising and coordinating, good timekeeping, decisive thinking abilities, ability to work under pressure and report writing.
4. Interested contractors may forward their Curriculum Vitae to [balbrech@unisa.ac.za](mailto:balbrech@unisa.ac.za) on or before the closing date.