

PLEASE NOTE THAT THIS IS A RE-ADVERTISEMENT AND THOSE WHO APPLIED BEFORE MUST RE-APPLY

DEPARTMENT: HUMAN RESOURCES

POSITION: SPECIALIST: EMPLOYEE RELATIONS (P6)

THREE (3) YEARS FIXED TERM CONTRACT

(Ref:SPE/EMPWEL/HR/GRM/2018)

Unisa is the publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, Open Distance and e-Learning (ODEL) Institution offering a variety of academic and career-focused programmes. Unisa is inviting applications for the position of Specialist: Employee Relations for three (3) years fixed term contract.

Purpose of the job

To resolve disputes between employees and the institution, negotiate collective bargaining agreements and coordinate and attend to management of grievances and disciplinary related matters

Roles and responsibilities include:

Formal employee relations processes

- Provide ongoing services with regards to Human Resource/Employee Relations policies and procedures.
- Interprets and advises on the application of labour legislation, case law and other Human Resource/Employee Relations practices
- Investigate complaints of misconduct and incapacity poor performance to the Directorate in accordance with prevalent legislation, UNISA policies and procedures and appropriate investigative techniques

Employee relations policies, procedures, agreements and training programmes

- Initiates and provides input into the development, formulation and implementation of policies, procedures and agreements
- Initiates, develops and implements training programmes.

Coordination of negotiating/consultation processes

- Conducts research and benchmarking activities on labour relations matters

Collective agreements within UNISA

- Monitoring the implementation of collective agreements
- Provide ongoing advise on the interpretation and application of collective agreements.

And any other responsibility that may be delegated

Requirements

Qualifications and experience

- A relevant Bachelor Honours Degree/Postgraduate Diploma
- Relevant six (6) years' work experience within Labour Relations

Knowledge

- Expert working knowledge of applicable labour related legislation in South Africa
- Thorough knowledge of dispute/CCMA and processes
- Thorough knowledge in dealing with disciplinary related matters, grievance handling, incapacity and other Human Relations related processes

Assumption of duty : **As soon as possible**
Salary : Remuneration is commensurate with the seniority of the Position
Closing Date : **30 August 2018**
Enquiries : **Mr GR Masingi: 012 429 4606**

- Kindly supply your comprehensive curriculum Vitae
- Further documentation will be requested from shortlisted candidates
- The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be employed a contactable reference from your previous employer must be provided.
- The detailed advertisement can be found on the Unisa website (<http://www.unisa.ac.za/vacancies>)
- Application can be forwarded by email to: Banapp@unisa.ac.za
- Unisa is not obliged to fill an advertised position.
- Late, incomplete and incorrect applications will not be considered.
- We welcome applications from persons with disabilities

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.