



a world class African city



Pikitup Johannesburg (Pty) Limited

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Braamfontein 2017

www.pikitup.co.za

Vacancy

Closing date for applications: 22 July 2011

Position : **Industrial Relations Manager**
Department : **Human Resources**
Location : **Head Office**
Level : **D4**
Reporting to : **Executive – Human Resources**

Key Responsibilities:

- + Advise management and unions on labour related issues.
- + Provide assistance and advice on grievances and disciplinary matters.
- + Conduct training and workshops to management and shop stewards on labour related matters.
- + Keep abreast of labour legislation by conducting research, attending training and workshops.
- + Arrange and facilitate management/unions breakaway sessions once a year.
- + Ensure that agreements reached at breakaway sessions are implemented and monitored.
- + Manage grievances and disciplinary matters by attending and resolving the issues at hand.
- + Represent the company at bargaining forum.
- + Consult and negotiate with unions at local labour forums.
- + Develop and update all labour related policies and procedures.
- + Ensure implementation of company policies and procedures.
- + Develop monthly reports on labour related matters and submit to the Executive: Human Resources.
- + Liaise with City of Johannesburg and other MOE's on labor related matters.
- + Management of a department and resources.
- + Development of subordinates.

Requirements:

- + A degree or diploma in Human Resources/Industrial Relations/Public Administration or Communications
- + 5 years experience in a labour related field

Knowledge and Skills:

- + Computer Literacy
- + Knowledge and understanding of labour legislation
- + Knowledge of relevant policies and procedures
- + Knowledge of CCMA/Bargaining Council processes
- + Conflict resolution and problem solving skills
- + Ability to function independently and under pressure

Particulars of advertiser:

E-mail: recruitment@pikitup.co.za

- 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 30 days after closing date of the advert please consider your application unsuccessful.

Directors

*I Mkhabela (Chairman), *Dr. W. Nyabeze, *Y. Ndema, *L. Brenner, *K. Parirenyatwa, *N. Msezane, *H. Sutherland, Dr. N. Mabuya, *T Mashanda

*Non Executive

B Memela (Company Secretary)

- **PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST, PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES FROM DESIGNATED GROUPS**