



## City of Johannesburg Pikitup

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### VACANCY: GENERAL MANAGER: EMPLOYEE RELATIONS

**Date of the advert: 06 October 2024**

**Closing Date for applications: 18 October 2024**

**Position** : General Manager: Employee Relations

**Department** : Corporate Services

**Location** : Head Office

**Level** : Task 19/ Level E 1

**Reporting to** : Executive Manager: Corporate Services

**Reference** : GMER:07

#### **Purpose**

The purpose of this role is to lead and manage Employee Relations division within Pikitup.

#### **Key Responsibilities**

- ✓ Provide strategic and operational oversight of the Employee Relations strategy for Pikitup.
- ✓ Provide expert and specialist advice to management on HR and ER legal and regulatory compliance including inter alia the LRA, BCEA, SALGA's conditions of services, Employment Equity, Pikitup and applicable CoJ Conditions of services and the company's HR &ER policies and procedures.
- ✓ Advise senior management on complex ER matters and on the appropriate approach to effectively dealing with instances of labour unrest.
- ✓ Establish and maintain sound relations with organised labour.
- ✓ Represent the organisation in dispute resolution processes including mediation, arbitration and negotiation.
- ✓ Ensure continuous training of line managers on policies, procedures and relevant legislation.
- ✓ Report to Executive Manager :Corporate Services on a regular basis on the activities of the BU and on matters of substantial importance to ER. Perform diligently all duties assigned by the Executive Manager: Corporate Services.
- ✓ Ensure that all HR staff are well equipped to advise line management appropriately on ER matters.
- ✓ Ensure that the company is always well represented at relevant forums for e.g., CCMA, Labour Court.
- ✓ Participate in the organization's and Human Resources division strategic planning process.
- ✓ Review or where appropriate, develop appropriate ER policies and procedures.

- ✓ Maintain accurate records on ER matters and submit high-quality reports as required to management and other governance structures.
- ✓ Ensure Compliance with MFMA.

The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job description, or in accordance with operational requirements.

**Minimum Requirements**

- ✓ Bachelor’s degree in Business Administration /Labour Law /Human Resources or other related field.

**Preference/ Advantages**

- ✓ Postgraduate degree in Employee Relations/ Labour Law.
- ✓ Diploma / Certificate in Alternative Dispute Resolution.
- ✓ 10 years’ HR managerial experience, with at least 5 years at senior management level.

**Minimum Experience**

- ✓ 8 years experience in Employee Relations of which 5 years in a managerial role.
- ✓ Experience working in a complex unionised environment.
- ✓ Significant high-level experience in dispute resolution including mediation, arbitration and negotiation.

**Required Competencies**

**Knowledge**

- ✓ Knowledge and understanding of labour legislation
- ✓ Knowledge of relevant policies and procedures
- ✓ Knowledge of CCMA/Bargaining processes
- ✓ Knowledge of the public service or ambit of public entities will be an added advantage.
- ✓ Knowledge and/or understanding of Municipal Finance Management Act (MFMA)
- ✓ In–depth knowledge of various aspects and application of employment laws
- ✓ Knowledge of contemporary industrial relations dynamics, case law, labour legislation, trends and trade union matters .

**Skills**

- ✓ Conflict Management including negotiation and mediation.
- ✓ Influencing and collaboration skills.
- ✓ Effective verbal and written presentation at all levels.

## Behaviours

- ✓ Integrity.
- ✓ Analysis and problem solving.
- ✓ Judgment and decision-making.
- ✓ Strategic thinking.

Interested applicants must complete an application form and submit a comprehensive CV together with certified copies of qualifications and identity document to [gmerpik@mjrrecruitment.co.za](mailto:gmerpik@mjrrecruitment.co.za) by no later than **18 October 2024**. No late applications will be considered. Please ensure that the correct position reference number is inserted in the subject line of the email. For enquiries contact **Lindsay Masimbe – Tel: 011 410 9477**

- Please quote the above position name and the reference number on all correspondence relating to this 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 **six weeks** after closing date of the advert please consider your application unsuccessful.
- By submitting your application for a position at Pikitup, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related processes.

**PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST. APPLICATIONS ARE WELCOME FROM ALL DESIGNATED GROUPS (AFRICAN, COLOURED AND INDIAN MALES, ALL FEMALES & PERSONS WITH DISABILITIES).**