

INTERNAL / EXTERNAL ADVERT

Post: Senior Manager: Employee Relations & Performance Management

Department: HR Management

Reference: SLR/RTIA/2026

Level: 13

Salary: R 1,317,384 per annum (CTC)

Term: Permanent

Minimum Educational Requirements: *Matric (NQF 4) + National Diploma (NQF 6). A Degree (NQF 7) in Labour Law, or related or a Post graduate qualification will be an added advantage.

Minimum Knowledge & Experience Requirements: *Minimum 5 years working experience at middle or senior management in the field of complex labour dispute resolution, organized labour engagement, and performance management.

Required Competencies: *Advanced proficiency in MS Office Suite and HR Management/Performance tracking systems. *Advanced training in CCMA conciliation and arbitration representation. Valid driver's license. * Conflict resolution & mediation* Negotiating and influencing skills. *Problem -solving Skills. Writing and presentation skills. * Report writing skills.

Duties: Oversee Employee and Labour Relations Management

*Provide leadership and guidance in managing complex grievances, misconduct cases, and disciplinary inquiries. *Act as the primary representative for RTIA at the CCMA and relevant bargaining councils. *Cultivate and maintain constructive relationships with recognized trade unions and organized labor.

Oversee Performance Management and Development

*Lead the implementation and optimization of the PMDS across the Agency. *Manage the statutory performance assessment cycles and formal moderation committees. *Guide line managers on formal incapacity and poor work performance procedures.

Policy Development, Governance, and Compliance

*Draft, review, and ensure alignment of HR policies with the LRA, BCEA, Public Service Act, and DPSA directives. *Ensure financial implications of settlements and bonuses comply with the PFMA.

Strategic programme Management including people management, empowerment, and financial management of the allocated budget

*Provide strategic leadership within the unit. *Ensure effective utilization of the unit's financial resources according to the PFMA. *Manage units PMDS as per the RTIA PMDS framework.

Enquiries: Ms Allison Shingange – (087) 287 7993

Ms. Basetsana Motshoane – (011) 763 1103

Correspondence will only be with shortlisted candidates. If you do not hear from the Agency in three (3) months from the date of closure, please consider your application as unsuccessful. Recommended candidates will be subjected to the Agency's mandatory background checks, security clearance and qualification verification processes.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: hfkpgs@apply.simplify.hr

Please note that late applications and those without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an Equal Opportunity Employer and is seeking to balance the employment equity profile therefore the youth, Women and People living with disabilities are encouraged to apply.

Internal candidates who meet the requirements are encouraged to apply.

Closing Date: 03 August 2026