



Post: Labour Relations Officer
Reference: LRO/RTIA/2018
Salary: Negotiable
Term: 12 Months Fixed Term Contract

Requirements: * National Diploma or B Degree in Labour Relations, Law/ Human Resources/ Social Sciences * Minimum of five (05) years' relevant experience as a Labour Relations Consultant/Specialist within a unionised environment*Experience in negotiations and collective bargaining as well as handling of matters at the CCMA *Extensive knowledge of Labour Law and dispute resolution processes * Proficiency in English * Driver's licence will be an added advantage.

Required competencies: * Extensive knowledge of Labour Law and applicable legislation * Knowledge of public entity's compliance and governance structures * Stakeholder management * Organising and Coordination skills * Analytical skills * Administration skills * Report writing skills* Excellent communication skills * Investigative skills * Problem solving * Negotiating and influencing skills * Planning and analysis.

Duties: * Facilitate the existence of agreements with various Unions on employee /labour relations issues within the Agency * Facilitate between management and Unions* * Facilitate the negotiation processes * Orientate RTIA employees and new recruits with regards to the grievance and disciplinary and other related processes within the Agency * Facilitate the training of management in the grievance and disciplinary processes * Implement collective agreements * Implement RTIA's dispute resolution and grievance policies and procedures * Brief legal service providers in cases of arbitration, conciliation and litigation * Investigate allegations of misconduct and recommend appropriate actions to be taken * Provide advise to management and staff on grievance and disciplinary processes * Ensure that the Agency complies with Labour Legislation * Represent the Agency in Conciliation and Arbitration processes at CCMA level * Co-ordinate Labour forums within the Agency and ensure implementation of Labour forum resolutions within the Agency * Provide feedback to management on all matters at Labour forum level * Liaise with management, employees and unions to keep them informed of Labour relations matters * Keep a record of labour relations activities * Assist in the formulation and implementation of relevant policies * Research relevant case law, liaise with relevant experts and compile case reports in preparation of disputes.

Enquiries: Ms. L Mampa

Tel: 087 285 0500

Correspondence will only be with shortlisted candidates, if you do not hear from us in 30 days please consider your application as unsuccessful.

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: The Human Resources Division, RTIA, PO Box 6341, Halfway House, 1685 or hand delivered to Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand or emailed to Recruitment@rtia.co.za

Please note that applications 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. The Agency is thus strongly encouraging applicants from the following designated groups; Indians, Coloureds, Whites, unemployed youth, females and people living with disabilities to apply. Preference will be given to Coloureds, Indians and Whites. For some positions candidates may be subjected to practical exercises to determine their suitability.

Closing Date: 12 March 2018 @ 16:30 pm