



INTERNAL & EXTERNAL- ADVERT
EMPLOYMENT RELATIONS OFFICER - GRADE D1
HUMAN RESOURCES UNIT – PIETERMARITZBURG HEAD OFFICE
POST NUMBER: 121007

TOTAL REMUNERATION PACKAGE: R 622 153.74p/a

The KwaZulu-Natal Nature Conservation Board, trading as Ezemvelo KZN Wildlife, is a PFMA Schedule 3C public entity established in terms of the KwaZulu-Natal Nature Conservation Management Act (Act No. 9 of 1997).

THE ENTITY:

The entity is responsible for the management of nature conservation within the Province of KwaZulu-Natal including protected areas as well as the development and promotion of ecotourism and facilities within the protected areas. Ezemvelo KZN Wildlife wishes to appoint suitable candidates for the positions of Employment Relations Officer.

PURPOSE OF THE JOB:

To maintain harmonious and professional labour and employee relations with the organisation.

QUALIFICATIONS

- A National Diploma/ Degree in Human Resources Management or Industrial Relations is mandatory.
- Certificate in Labour Relations or Labour Law will be an added advantage.
- Registration with a legislated professional regulatory body such as SABPP- Labour Relations Practitioner will be an added advantage.
- Valid Code B drivers' licence

EXPERIENCE

- A minimum of 3 years' experience as a Labour relations practitioner.

KEY PERFORMANCE AREAS

Facilitate the grievance process.

Provide industrial relations advice and guidance to management.

Monitor and report on grievances lodged and their resolution.

Coordination of management – shop steward meetings.

Operationalise policy and guidelines for the resolution of disputes.

Collate and present regional management proposals at the bargain forum.

Operationalise the processes and systems relating to the administration of applications for disputes.

Evaluate dispute resolution applications and defend applications for dispute resolution.

Arrange and conduct advocacy workshops to ensure understanding of the agreements and resolutions.

Administer and oversee the implementation of agreements and resolutions to ensure the implementation plans formulated by role players and stakeholders.

Disseminate the strike action plan.

Prepare recommendations regarding the implementation of the new developments on industrial relations.

Operationalise the policy and gridlines for the management of conduct.

Evaluate requests for conduct management interventions.

Ensure that the organisation is aware of and complies with the CCMA/labour court rulings.

Process misconduct cases.

KEY COMPETENCIES REQUIRED

Building collaborative working relationships.

Demonstrating personal integrity.

Gaining commitment.

Decision Making.

DIRECTIONS TO APPLYING CANDIDATES:

The following **mandatory documents** must be submitted.

- a) Fully completed EZEMVELO Application Form for Employment (available from <http://www.kznwildlife.com/careers>)
- b) Applications with no EZEMVELO Application Form and incomplete forms **will not** be considered.
- b) Only shortlisted candidates will be required to submit certified application supporting documents, including qualifications certificates, Driver's License, Identity Document (ID) etc.

NB: Applicants that applied for this position in July 2024 must not re-apply as their applications will still be considered.

The appointment to the post is subject to a positive outcome obtained from all verifications in relation to the position advertised.

Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Ezemvelo application form directly to the following email address recruitments@kznwildlife.com.

Applicants may also visit any KZN Department's and Public Entity's Designated Online Application Centres (DOACs) where staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application.

You can find the list of Designated Online Application Centers (DOACS) at www.kznonline.gov.za/kznjobs.

Please note that applicants should only use one of the following methods when applying for a post:

- either through the online e-Recruitment system,
- emailing Ezemvelo application form directly to recruitments@kznwildlife.com
- submit a hardcopy application to one of the Designated Online Application Centres (DOACS)

For any queries relating to this job-application please contact Recruitment Office on **033 845 1761** during office hours.

Closing Date: 29 October 2024

Applications received after the closing date will **not** be considered. Applicants not contacted within 30 days of the advertisement closing date should consider their applications unsuccessful.

Selection will be made in terms of the Organization's Employment Equity Plan and Preference will be given to members of designated groups. Ezemvelo KZN Wildlife reserves the right not to make the appointment towards this post.