



25 July 2023

INTERNAL AND EXTERNAL ADVERT

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop and manage affordable rental housing for the lower market as an integral part of efforts to eradicate the housing backlog of the City of Johannesburg. JOSHCO is a registered Social Housing Institution and is accredited by the Social Housing Regulatory Authority (SHRA). **We invite suitably qualified and experienced persons to apply for the following vacant position.**

Position : **HR Officer – Labour Relations**
Employment Status : **Permanent**
Department : **Corporate Services**

Purpose of the Job: To render sound labour relations to minimize conflict, increase productivity and efficiency and to establish and maintain good and fair labour relation practices.

Responsibilities (but not limited to the following):

- Serve as an Employee Relations expert, providing guidance and conducting comprehensive investigations for all complex and escalated issues or those representing significant risk to the organization.
- Provide Labour Relations advice and train Line managers in the overall effectiveness of the Disciplinary and Grievance procedures.
- Ensure healthy working relationships and engagement with the relevant recognized Trade Unions
- Develop, implement, monitor, and review relevant Labour Relations policies, procedures, and systems.
- Analyze data and trends and make recommendations to management to mitigate risks
- Competently represent the Institute at the CCMA and other related statutory bodies
- Co-ordinate all external referred disputes ie. Labour Court, CCMA; Advise Council and management on disputes and facilitate the process of obtaining council's mandate with regards to the handling of disputes
- Arrange and collate background information on disputes.
- Conduct preliminary investigations and compile background reports for submission to Bargaining Council
- Research relevant case law, liaise with labour experts and compile case reports in preparation of disputes for either arbitration or CCMA.
- Plan & develop labour related policies, procedures, functions, systems and channel them through the Manager Human Resource for implementation and direction to processes needed to capture, track, evaluate and report data.
- Provide mediation and advisory services between management and labour.
- Implement and administer an integrated Employee Wellness/Assistance Programme
- Implement and maintain strike contingency plans.

Minimum job Requirements, interested applicants must be in possession of:

- A Degree or National Diploma in Industrial/Labour Relations or Human Resource Management or equivalent
- 3 to 5 years relevant experience as a Labour Relations Officer
- In depth understanding of the application of employment related legislation and various policies and procedures regulating employment conditions, workplace conflict and resolution
- Knowledge of Local Government Legislations and principles will be an added advantage
- Flair of working in a unionized working environment
- Ability to work independently and creatively
- Sound understanding of change and diversity management
- Ability to write sensible & concise report
- Good verbal & written communication skills

Skills and competencies:

- **Generic skills:** Planning, Leadership, Communication, Facilitation, Conflict Management, Ethical, General Management Skills, Financial Data Analysis skills, Budgeting and Budget skills and Problem- Solving skills
- **Technical Knowledge and Skills:** Social Housing Knowledge, MFMA Knowledge, Knowledge of Treasury and City of Johannesburg Policies
- **Attributes:** Emotional Intelligence, Interpersonal Skills, Assertiveness, Attention to detail, Adaptability, Flexibility, Situational Sensitivity

Application Procedure:

Please take note that only online applications will be considered. Please apply by using the following link below, by either copying the link onto browser or click on the link:



<https://share-eu1.hsforms.com/15DSqkMOGQcO6ID1kPnkMKAew554>

JOSHCO is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Plan to promote its representivity (race, gender, and disability). Correspondence will only be limited to shortlisted candidates and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful. JOSHCO reserves the right not to make an appointment.

The Closing Date for Applications is 02 August 2023.