



Johannesburg Social Housing Company

61 Juta Street
Braamfontein
2094

PO Box 16021
New Doornfontein
2028

Tel 0861 JOSHCO
Tel +27 (0) 11 406 7300
Fax +27 (0) 11 404 3001
Email info@joshco.co.za
www.joshco.co.za

25 October 2021

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):

- Provide Employee Relations advice to both management and employees
- Ensure that disciplinary matters and grievances are dealt with within the stipulated timeframe
- Provide training to Line Managers in the overall effectiveness of the Disciplinary and Grievance procedures as well as handling such
- Ensure healthy working relationships and engagement with organized labour
- Assume responsibility of the Labour Law Forum (LLF)
- Assume responsibility of all disability processes in liaison with other stakeholders
- Assume responsibility of the Employee Wellness Programme
- Ability to operate as an HR Generalist
- Assist management in the development and updating of JOSHCO policies
- Analyze data and trends and make recommendations to management to mitigate risks
- Represent JOSHCO at the CCMA and Bargaining Council if necessary

Directors: Mr. Theodore Dhlamini (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Mr. Moerane Maimane (NED), Mr. Jason Sobekwa (NED), Mr. Sipiwe Mhlongo (NED), Mr. Themba Mamba (NED), Ms. Gaby Boikanyo (NED), Mr. Xolani Dlwathi (NED), Debbie Raphuti (NED), Eugenia Motloung (NED), Kenste Sesele (NED), Nikelo Bangisi (NED), Ms. Brenda Makhanya (NED), Ms. Sibongile Bhengu (NED), Ms. Xolisile Njapha (Company Secretary)

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

- A National Diploma in Labour Relations or Human Resources Management or a Degree in Human Resources plus 3 years relevant experience as a Labour Relations Officer/HR Generalist
- 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
- Good verbal & written communication skills

Application Procedure:

Interested applicants are invited to apply by submitting their CV's together with certified copies of qualifications and ID to: recruitment@joshco.co.za quoting the position applying for. Failure to submit the required documents will result in your application not being considered.



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.

Closing date: 02 November 2021