



External Vacancy

DIVISION: Office of the Vice Chancellor and Principal	DEPARTMENT: Human Resources
---	-----------------------------

POST: Employee Relations Specialist	Post No : 3206 Peromnes level:(06)
-------------------------------------	------------------------------------

JOB DESCRIPTION:

The incumbent will be required to: {KPA'S}

- Provide strategic leadership to ensure the effective management of employee relations
- Provide strategic advisory services to the organisation pertaining to the compliance and governance of all statutory requirements
- Drive and participate in the Employment Equity, Skills Development and Union Committee structures to ensure fair and consistent application of all statutory requirements and reporting
- Provide strategic leadership in terms of assisting the organisation in managing all employee related disciplinary, grievance, incapacity and retrenchment procedures
- Drive all negotiations, pertaining to wage and substantive agreements within VUT and provide input to the HR Employee Relations budget and provide strategic leadership to ensure Employee Wellness is driven and executed within the VUT.
- Oversee the implementation of an organisational employee well-being structure in accordance with best practices identified
- Oversee the establishment of wellness committees and forums to enable the successful implementation of wellness initiatives, especially pertaining to HIV
- Provide strategic input into the overall Human Resources Management strategy as it pertains to trends, tactics and action plans for the overall HRM function
- Provides leadership and expertise to the business with respect to a sound people strategy, policies, standards and processes for VUT in alignment with the corporate strategy
- Reports on a regular basis to the executive on the status of employee relation in the organisation based on the People Balanced Scorecard and development to the VUT HRM Scorecard and relevant performance areas it relates to Employee Relations.
- Manage the HRM Budget as it pertains to the Employee Relations function
- Collaborate with the executive HRM function in order to develop, drive and adopt a holistic EVP to drive talent attraction, acquisition and retention strategies
- Incorporate the EVP into all functional divisions as it pertains to Employee Relations and manage executive level stakeholders within the VUT organisation to ensure successful relationships between HRM and its clients

Application Criteria:

Qualification/Experience:

Bachelor's Degree in Human Resources

- Postgraduate qualification in HR / Labour Law / Industrial and Labour Relations will be advantageous
- Minimum of 6 years of experience as an ER specialist working with senior leadership teams and with in-depth exposure to one or two HR specialist areas

Skills:

- Business Acumen & Managerial Expertise, Change navigation & stakeholder Management , Negotiation & Working with people, Delivering Results and Meeting Customer Expectations ,Writing and Reporting, Learning and Researching Presenting and communicating information ,Applying expertise and Technology

Closing date for applications: 13 October 2017

Submit CV by hand to Ms. Carmen Titus at B103 or e-mailed to carment@vut.ac.za. Tel: 016950 9392

Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is omitted to the implementation of its employment equity plan. Therefore people from designated groups are encouraged to apply. If you are not contacted within three weeks after the closing date, please accept that your application was unsuccessful.