



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF HUMAN RESOURCES

Sefako Makgatho Health Sciences University (SMU) is a newly established University providing holistic Health Sciences Education, situated at Ga-Rankuwa. The following position is currently available:

MANAGER: EMPLOYMENT RELATIONS (1 POST)

REF: 01/2019/JSM/P7

The main purpose of this role is to provide a professional employee relations service to Schools and Departments of the University through the effective application of legislation, policies and procedures, as well as the training of all stakeholders in adhering to the law and policies and procedures of the University. The incumbent will also be expected to represent the University at the CCMA.

The incumbent will report to the Executive Director: Human Resources and must meet the listed requirements and competencies, and be responsible for the following key performance areas listed below.

REQUIREMENTS

- A degree in law or labour law or human resources management or related field
- A post graduate degree in Labour Relations will be an advantage
- At least seven (7) years' experience in managing employee/labour relations
- At least five (5) years' experience in representing cases in the CCMA
- Proven knowledge of employment related laws, including case law
- Proven knowledge of the disciplinary process and CCMA rules
- Knowledge and understanding of relevant HR legislation, and working in an HR environment
- Technical/ professional knowledge and skill

COMPETENCIES

- Have integrity and be even-handed in approach
- Strong stakeholder engagement and management
- Above average report writing skills
- People management including performance management
- Build interpersonal relationships
- Earn trust through results
- Decision-making and problem solving
- Effective planning, organizing and maintenance of a case management system
- Excellent communication skills (verbal and written)
- Client service orientation
- Action orientated
- Outside-In thinking
- Team player and collaborative in approach

KEY PERFORMANCE AREAS

- Delivering holistic employment relations solutions that increase the effectiveness of SMU and

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facilitate the engagement of employees to empower the university to achieve its objectives, and actively contribute to a harmonious working environment

- Actively support the University strategy in the achievement of its people management strategic objectives and overall HR policy framework
- Provide an advisory service to line management through coaching, advising and providing tools to effectively manage employment relations, including disciplinary and grievance matters
- Support HR Practitioners in the provision of general ER advice for line managers and employees
- Identify capacity development needs of line managers and HR Practitioners, and present training interventions aimed at developing their capacity
- Develop, implement and maintain an effective case management system to include disciplinary cases, grievances and CCMA/Labour Court cases
- Prepare cases and represent the University in cases referred to the CCMA
- Liaise with University appointed attorneys instructed to defend cases before relevant courts
- Develop an effective stakeholder management strategy and plan to support the ED: HR in the interaction with organized labour
- Manage recognition agreements and the annual salary negotiation process
- Offer a Consulting and Coaching service to :
 - Professionalise employment relations
 - Create a positive work climate and culture to energise employees
 - Build and maintain effective relationships with Deans, HoD's and Managers
- Provide input to the organisational transformation strategies
- Oversee the Occupational Health and Safety function and ensure adherence with the legal and regulatory requirements
- Partner with the HR team to facilitate and deliver value adding programs and interventions that add to a positive employee experience
- Effective Project Management in scoping project plans related to identified interventions
- Contribute to financial controls and planning (budget and finance)
- Ensure Monitoring, Evaluation and Reporting organisational health indicators, identify HR-related trends, research, reports and implement best practices and communicate to relevant stakeholders

Closing date: 8 February 2019

Applications through Employment Agencies will not be considered.

SMU offers a competitive total guaranteed package, inclusive of a range of benefits such as medical aid and pension fund.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Mrs MM Makgati, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word format, to hr.recruitment2@smu.ac.za

The applications may also be posted OR hand delivered to:

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi Street, Garankuwa, OR Human Resources Department, P. O. Box 68, MEDUNSA, 0204

It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-4393

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

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Applications through Employment Agencies will not be considered.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.

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