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**DATE ADVERTISED: 16 SEPTEMBER 2024**



## **VACANCY**

**MANAGER: EMPLOYEE RELATIONS AND WELLNESS**

**PERMANENT CONTRACT**

**GRADE 16 - R854 800 – R1 237 800 (TOTAL COST TO COMPANY)**

The role entails implementation of the overall employee relations strategy in support of business needs, promoting employee wellness, and coordinating organizational-wide Occupational Health and Safety (OHS) programs and compliance. The incumbent shall be responsible for developing and leading the implementation of industrial and employee relations management strategy and programs, rendering employee relations and OHS related advice on substantive and procedural matters to ensure compliance with policy and statutory requirements at corporate and business unit level, and overseeing the development and maintenance of employee relations and wellness programs. The incumbent is also tasked to ensure the effective maintenance of sound labour relations with organized labour as well as management of internal grievances and CCMA/Labour court referrals in a timely and cost-effective manner. Further, this position must ensure legal compliance through alignment between legal prescripts and organizational policies and practices relating to employee relations management, employee welfare, and OHS business systems and processes including matters relating to employee benefits. The incumbent shall be expected to report and provide effective feedback to management on the performance of overall portfolio particularly on labour relations. The incumbent will also be responsible for identifying the need for refinements, changes to existing policies, procedures, processes etc. by studying national trends, related legislation and best practices, recommend changes and monitor implementation of approved policies and operating procedure manuals.

## **MINIMUM REQUIREMENTS**

- Bachelor's degree in industrial psychology/ psychology, Human Resources, Industrial Relations, or relevant field.
- Minimum of seven (7) years work experience in human resources, employee relations and wellness environment of which three (3) years should be at supervisory level or senior consultancy role.

This is a permanent contract position, and the successful candidate will be subjected to signing of a performance contract and verification of qualifications. If you have not been contacted within eight (8) weeks after the closing date of the advertisement, please regard your application as unsuccessful.

**In making these appointments, the ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies and plans.**

Please send your detailed CV and certified copies of qualifications to  
The Human Resources Department  
Tel: (043) 704 5620  
Email: [humanresources@ecdc.co.za](mailto:humanresources@ecdc.co.za)

**Closing date: 30 September 2024**