Industrial Relations Officer

**MINIMUM REQUIREMENTS**

BCom Degree – Labour Law or Equivalent

5 years' experience in Industrial Law/Labour Law

**LIST OF TASKS:**

Management of dispute resolution

Consultative process between management and employees

Compliance with labour legislation

Controlling Industrial Relations Climate (all unions)

Reporting all cases with financial impact to the CEO Monthly

IR report

Gathering and preparing CCMA documents

Preparing for CCMA Matters

Representing company at CCMA for all referred disputes

Drafting of closing arguments, notices, affidavits, letters of demand , Con/Arb objections

Management of CCMA cases and Labour Court Referrals

Management of disciplinary cases

Assessing merits of CCMA and Labour Court matters and providing advise

**Benefits**

Fuel Card

Provident fund – 7.5 % employee contribution and 9% employer contribution

Performance based Bonus in December