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For more information, visit our web at

EMPLOYEE RELATIONS SPECIALIST

ABOUT THE OPPORTUNITY

Position: Employee Relations Specialist

Location: South Africa

Position Type: Full-time, Specialist

Department: Human Resources

Reporting To: HR Director

Closing Date: 29 August 2025

- Shape Positive Workplace Culture During Our Historic Expansion
- As the Airport prepares for its transformation to a Category 5 international airport, we seek an experienced Employee Relations Specialist to foster harmonious labor relations during this period of significant growth.
- This critical role will support our expanding workforce of 250+ employees across 24/7 operations while ensuring compliance with South Africa's complex labor landscape.

Send your CV and portfolio to:

✉ careers@africaskyairportsgroup.com

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🌐 www.africaskyairportsgroup.com

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KEY RESPONSIBILITIES

- 1. Labor Relations Management
- Serve as primary contact for 5+ recognized unions (NUMSA, SACCA, etc.)
- Coordinate monthly union consultations and collective bargaining processes
- Manage the grievance resolution process (target: 90% resolution within 14 days)
- 2. Disciplinary Process Oversight
- Guide managers on fair disciplinary procedures
- Maintain 100% CCMA compliance in all cases
- Reduce repeat disciplinary cases by 30% annually
- 3. Employee Engagement
- Conduct quarterly workplace climate surveys
- Implement conflict resolution programs
- Organize labor-management forums

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KEY RESPONSIBILITIES

- 4. Policy Development & Compliance
- Update ER policies for Category 5 operations
- Ensure compliance with:
- Labour Relations Act (LRA)
- Basic Conditions of Employment Act (BCEA)
- SACAA personnel regulations
- Conduct biannual policy training for managers
- 5. Change Management Support
- Facilitate ER aspects of organizational restructuring
- Manage communications for shift pattern changes
- Support workforce expansion (100+ new hires)

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QUALIFICATIONS & EXPERIENCE

- Education & Certification:
- Degree in Labour Relations/HR/Industrial Psychology
- CCMA accreditation (advantageous)
- Experience:
- 5+ years in employee relations
- 3+ years in unionized environments (aviation/24/7 operations preferred)
- Proven track record in:
- Collective bargaining
- Disciplinary hearings
- Workplace mediation

DESIRED SKILLS

- Technical Skills:
- Expert knowledge of South African labor laws
- Strong negotiation and conflict resolution abilities
- Excellent report writing and case management

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WHY JOIN US?

- Play a key role in South Africa's aviation growth story
- R50,000 annual training budget
- Career path to ER Manager
- Exposure to complex labor challenges in aviation

HOW TO APPLY

- Interested candidates should submit their CV, cover letter, and relevant certifications to (careers@africaskyairportsgroup.com) with the subject line ('Employee Relations Specialist Application')
- Application Deadline: **29 August 2025**
- Join us in redefining excellence in aviation!
- Africa Sky Airports Group is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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