

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely '*people-centred and engaged*' and '*innovative and entrepreneurial*'. These are interwoven intrinsically by a number of double pairs consisting of '*values and principles*' that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

Human Capital Services

Post: Employee Relations Specialist (Ref: HR21)

Minimum Requirements:

- A degree in Industrial Relations/Labour Law (NQF level 7) or equivalent is required AND Certificate in Labour Dispute Management or similar as accredited by the CCMA.
- 5 -7 years' experience in employee relations in a unionized environment.
- Prior experienced in employee relations or industrial relations
- Strong knowledge of HR policies & procedures
- Sound knowledge of employment practices in accordance with the latest legislation and SA Labour legislation and practices
- In depth knowledge of labour legislation e.g., Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act etc.
- Strong employee relations focus, proven track record in dealing with Unions including negotiations on substantive employment issues.
- Well-developed dispute resolution skills, including grievance handling disciplinary handling.
- Extensive experience in handling cases at arbitration stage at the CCMA
- Exposure to Labour Court proceedings
- Well-developed competencies in policy development, legal research, and trial advocacy
- Exposure to SI89 consultation processes, inhouse or CCMA facilitated.

Summary of Duties:

- Acts as a contact for employees and management on employee relations issues.
- Guide HRBPs and / or Attorneys regarding employee relations matters
- Facilitates the flow of information and assures that appropriate parties are kept up to date while maintaining the utmost confidentiality regarding employee relations activities.
- Provides advice on a broad range of escalated employment issues including HR policy interpretation, disciplinary and Grievance processes, HR investigations, employee discipline and misconduct, and remediation of employment-related disputes.
- Participates in conducting disciplinary meetings, warnings, and related documentation.
- Facilitates internal investigations into employee allegations of harassment, discrimination, retaliation, threats, violations to HR policies and other employment / legal matters.
- Provides guidance on matters relating to all employment law matters.
- Assesses compliance to all applicable labour legislation and give advice on corrective action.
- Support management with the execution of compliance programs, internal audits, external audits relating to employment relations.
- Provide advice to management in adhering to employment relations business objectives and costs by providing data, input, review, analysis, modeling, or other information and support.
- Educate managers and staff on policies and procedures related to ER.
- Facilitate the training managers on how to chair hearings and present cases at disciplinary and grievance hearings.

Salary: Market related

Contact Person: Miss. BZ Ngcobo

Email Address: HCSRecruitment@dut.ac.za

Status of Position: Permanent

Please complete an **official application for employment form** and send a **detailed CV, copies of ID, qualifications** and a **covering letter** with the **exact name of the post you are applying for** to: HCSRecruitment@dut.ac.za

Kindly note:

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

Closing date: 21 April 2023 @ 16:00pm

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy” The University reserves the right NOT to make an appointment.