



EASTERN CAPE
DEVELOPMENT
CORPORATION

VACANCIES

Position	Description
Employee Relations, Wellness & Compliance Partner - Permanent Grade 14: R 454 924 - R 556 018 (Total Cost to Company)	The Employee Relations, Wellness and Compliance Partner will report to Senior Manager: Human Resources. The candidate will be responsible for implementing an employee relations strategy which is aligned to business needs, promote wellness and OHS programmes based on organisational and employee needs; establish relevant policies and procedures and monitor controls for an effective ethics/compliance program and reporting standards.
Administrator Procurement - Three (3) Year Contract Grade 10: R 227 808 - R 278 431 (Total Cost to Company)	The Procurement Administrator will report to Manager: Demand and Acquisition. The candidate will provide administrative support to Procurement.
Administrator Contract Management (Procurement) - Three (3) Year Contract Grade 10: R 227 808 - R 278 431 (Total Cost to Company)	The Contract Management Administrator will report to Manager: Contract Management. The candidate will provide administrative support to Contract Management.
Loan Implementation Officer - Permanent Grade 13: R 419 080 - R 512 209 (Total Cost to Company)	The Loan Implementation Officer will report to Executive Manager: Legal, Compliance & Governance. Completion of legal agreements and recording master data on Promun. Ensuring that all securities or collaterals are registered in accordance with terms and conditions of loan approval.
Compliance Officer - Permanent Grade 10: R 227 808 - R 278 431 (Total Cost to Company)	The Compliance Officer will report to Senior Manager: Supply Chain Management. To ensure ECDC's compliance to legislation and policies relating to procurement.

For more information, visit our website: www.ecdc.co.za

Please send your detailed CV to the: Talent Management Consultant,

Tel: 043 704 5783, Fax: 086 682 9817, Email: humanresources@ecdc.co.za

Closing Date: **26 November 2018**

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, ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies and plans.



VACANCY

EMPLOYEE RELATIONS, WELLNESS AND COMPLIANCE PARTNER GRADE 14: R454 924 - R556 018 (Total Cost to Company)

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KEY DUTIES AND RESPONSIBILITIES

The Key Performance Areas will encompass:

Employee relations strategy

- ❖ Develop and lead the implementation of industrial and employee relations management strategy and action programmes;
- ❖ Render advice on substantive and procedural matters to ensure compliance with policy and statutory requirements at business unit level;
- ❖ Oversee the development and maintenance of employee relationship building programmes;
- ❖ Ensure the effective maintenance of relationships with unions in order to facilitate negotiations;
- ❖ Ensure that ECDC is in compliance with Labour legislation;
- ❖ Act as a custodian of fairness in disciplinary proceedings;
- ❖ Draft policies that govern relationships between employer and employees to ensure harmonious relationships;
- ❖ Optimise relationships between employer and employees to minimise litigation;
- ❖ Develop and implement labour relations strategies to optimise performance within ECDC;
- ❖ Identify emerging legal issues and provide strategic guidance and leadership to management on these issues.

Labour relations management

- ❖ Provide legal guidance on operational policies and principles relating to business systems, processes and employee benefits;
- ❖ Compile cost-effective utilisation and management of the Labour Relations budget;
- ❖ Report and provide effective feedback to management on the performance of Labour Relations;
- ❖ Drive and oversee all employee relations initiatives within the ECDC;
- ❖ Lead on the employee relations aspects of proposed changes to the business structure;
- ❖ Contribute to the development of the Human Resource function by developing an ER strategy that is aligned with business needs;
- ❖ Keep up to date with current ER legislation and ensure this is updated in the company's Human Resource policies;
- ❖ Assist with managing and resolving grievances through consultation;
- ❖ Advise line managers and employees regarding ER issues;
- ❖ Schedule disciplinary hearings and ensure procedural fairness and compliance to the process;
- ❖ Prepare documentation for arbitration in conjunction with the supervisor;
- ❖ Deal with general legislation issues and involvement in HR related projects.

Wellness planning and objectives

- ❖ Implement policies, procedures, processes, etc. by studying national trends, related legislation and best practices;
- ❖ Prepare health and safety directives and maintaining related manuals;
- ❖ Maintain current knowledge of legislation, regulations and practices in health and safety and advising management regarding the impact on operations;
- ❖ Negotiate, implement and manage contract and service level agreements i.e. service providers e.g. ICAS, Medical Aid service provider;
- ❖ Evaluate service providers, negotiate, implement and measure execution of a reliable Employee Assistance Programme for ECDC;
- ❖ Develop, maintain, manage and implement a Wellness strategy throughout the ECDC;
- ❖ Manage HIV Counselling and Testing (HCT) campaigns;
- ❖ Implement and manage Productivity Management and Sick Leave Abuse projects and systems for ECDC;
- ❖ Identify and appoint reliable Peer Educators in all areas of the business;
- ❖ Manage communication and training of workforce in terms of all Health and Wellness matters.

Compliance

- ❖ Coordinate Employment Equity Committee meetings;
- ❖ Prepare employment equity reports;
- ❖ Manage implementation of EE targets of ECDC.

MINIMUM REQUIREMENTS

- ❖ A three (3) year qualification in Employee Relations, Business Administration or Bachelor of Commerce Human Resources Management, postgraduate degree will be an added advantage.
- ❖ At least four (4) years relevant experience;
- ❖ Must possess competencies and skills in:
 - Labour relations principles;
 - CCMA Rules;
 - Employment Equity Act;
 - Conditions of employment;
 - Labour law.

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

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Talent Consultant
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Fax: 0866829817
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