

The South African Nursing Council (SANC) is the body entrusted to set and maintain standards of nursing education and practice in the Republic of South Africa. It is an autonomous, financially independent, statutory body, initially established by the Nursing Act, 1944 (*Act No. 45 of 1944*), and currently operating under the Nursing Act, 2005 (*Act No. 33 of 2005*). The SANC currently has the following vacancy, and candidates that meet the requirements as provided are invited to apply.

<u>DEPARTMENT</u>	: HUMAN RESOURCES
<u>POSITION</u>	: SENIOR HUMAN RESOURCES PRACTITIONER: EMPLOYEE RELATIONS AND COMPLIANCE
<u>REFERENCE NUMBER</u>	: SHRPERC/002/11/2021
<u>REMUNERATION</u>	: R472 912,82 TO R 576 478,09
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 30 NOVEMBER 2021

MINIMUM REQUIREMENTS:

- Grade 12
- National Diploma/Degree in Human Resources, Industrial Psychology, Employment Practice, Labour Relations, Labour Law or equivalent qualification
- Minimum of 4 years' experience in Employee Relations within a corporate organisation, public sector or state owned entities or organs of the state
- Experience in disputes resolutions (i.e. Bargaining Council or Commission for Conciliation Mediation and Arbitration (CCMA))
- Valid driver licence

ADDED ADVANTAGE REQUIREMENTS

- Postgraduate qualifications
- Working experience as a Labour Relations Officer/Practitioner within a corporate organisation, public sector or state owned entities or organs of state
- 2 years' experience as a team leader or supervisory within a corporate organisation, public sector or state owned entities or organs of state
- Experience in Occupation Health and Safety (OHS) and Employee Health and Wellness (EHP) within a corporate organisation, public sector or state owned entities or organs of state

OTHER REQUIREMENTS:

- Travelling (limited) will be required

KNOWLEDGE REQUIRED:

- Relevant legislations
- Grievance procedure
- Disciplinary procedure
- Collective bargaining
- Employment equity
- Occupational Health and Safety
- Code of good practice
- Dispute resolution
- Conflict management
- HR Governance/Compliance framework
- Disability and gender may streaming
- Development and implementation employee relations policies
- Employee Health and Wellness/Employee Assistant Programme

REQUIRED COMPETENCIES/SKILLS:

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative
- Interpersonal relationship
- Flexibility
- Team work
- Planning and execution
- Manage resources
- Communication
- Customer orientation

KEY PERFORMANCE AREAS:

- Contribute to the development and implementation of Sectional Plan and Annual Operational Plan
- Develop and implement the Employee Relations and Compliance Policies, procedures, strategy and frameworks
- Assist internal and external auditors with supporting documentation and samples where necessary
- Facilitate and coordinate Employee Health and Wellness services
- Facilitate and coordinate Occupational Health and Safety (OHS) function
- Facilitate employee grievance, disputes and disciplinary matters
- Facilitate employment equity, disability and gender mainstream programmes
- Facilitate and implement employee communication and engagement strategy

- Facilitate training to managers and staff on employee relations activities
- Facilitate Employee Assistance Programmes (EAP) services
- Establish and coordinate relevant committees (i.e. Bargaining forum, Task Team, Occupational Health and Safety/Employee Health and Wellness Committee)
- Perform ad hoc tasks as delegated by the line manager or supervisor

NB: Applications must be completed in full on the prescribed form, obtainable from the SANC website (www.sanc.co.za). **Applications must be e-mailed** shrperc@sanc.co.za

Incomplete applications or those which do not meet the above requirements will not be considered.

All applications must be accompanied by certified (not older than six months) copies of identity document, all relevant educational qualifications and detailed (and up to date) curriculum vitae (CV) information on key performance areas and three contactable references (including the current employer).

The SANC will conduct background checks (e.g. employment verification and reference checks as indicated on the CV, as well as in respect of criminal record, citizenship, financial records, qualifications, driver's license and professional membership, where applicable). First preference will be given to South African citizens. The successful candidate will be appointed on a 12-month probation basis and will be permanently employed if all of the performance requirements are met during probation. Candidates may be subjected to practical tests and a competency-based assessment, determined by the SANC.

Please note: Correspondence will be limited to shortlisted candidates only; therefore, if you have not been contacted within four (4) months of the closing date of this advertisement, please accept that your application was not successful. The SANC is committed to employment equity and therefore people living with disabilities are encouraged to apply. Enquiries may be directed to Ms. Veronica Mthethwa at tel. no. (012) 426 9578.