



INTERNAL & EXTERNAL ADVERT
DESIGNATION: EMPLOYMENT RELATIONS SPECIALIST PATERSON GRADE (D3)
DIVISION: HUMAN RESOURCES SERVICES
LOCATION: HEAD OFFICE, PIETERMARITZBURG
Post Number: 121001

TOTAL REMUNERATION PACKAGE: R 945 285,03 per annum

The KwaZulu-Natal Nature Conservation Board, trading as Ezemvelo KZN Wildlife, is a PFMA Schedule 3C public entity established in terms of the KwaZulu-Natal Nature Conservation Management Act (Act No. 9 of 1997).

THE ENTITY:

The entity is responsible for the management of nature conservation within the Province of KwaZulu-Natal including protected areas as well as the development and promotion of ecotourism and facilities within the protected areas. Ezemvelo KZN Wildlife wishes to appoint suitable candidates for the position of Employment Relations Specialist.

PURPOSE OF THE JOB:

The successful candidate will be responsible to foster and maintain good working relationships in order to secure labour peace and sound conduct management.

QUALIFICATIONS:

- A Bachelor Degree in Human Resources Management or Relevant Equivalent Qualification.
- Advanced course in labour law / post graduate qualification in Labour Relations will be an added advantage.
- Valid code B drivers' license

EXPERIENCE:

- 5 years' experience as a Labour Relations Practitioner

COMPETENCIES REQUIRED:

- Innovative thinking, analytic skills and a high level of accuracy
- Ability to interpret and apply policies
- Knowledge and understanding of policy research, analysis and development
- Functional knowledge of employee relations as well as understanding of legislation and policies.
- Investigation skills
- Research and report writing skills
- Negotiation skills.
- Advanced problem solving and dispute resolution skills
- Persuasive skills
- Decision making skills
- Good verbal and written communication skills in both English and isiZulu is essential
- Good administration skills
- High level of computer literacy

KEY PERFORMANCE AREAS:

- To develop and implement Employment Relations Strategy in line with overall HR strategy implementation.
- To manage the process of developing, reviewing and communicating the relevant Employee Relations policies, procedures and collective agreements.
- To manage and monitor the implementation of an employment relations communication strategy by: Developing, implementing and monitoring of an effective communication strategy.
- To ensure that all communication structures within the organization are effective and well managed.
- To manage and resolve individual and group grievances and disputes by: *providing guidance and advice on procedural requirements and fairness. *Consulting and mediating with relevant parties. *Monitoring grievance trends and taking appropriate action. * Representing Ezemvelo KZN Wildlife at Labour Courts in conjunction with the legal division. *Representing Ezemvelo KZN Wildlife at CCMA.
- Contributes to the realization of Ezemvelo values
- Facilitate the bargaining process and ensure implementation of conditions of services.
- Ensures accurate reporting of cases and other relevant activities within the Employment Relations Section.
- Leads the capacity building in the Labour Relations field
- Manages the Employee Relations budget
- Manages the Employment Relations team

DIRECTIONS TO APPLYING CANDIDATES:

The following **mandatory documents** must be submitted.

- a) Fully completed EZEMVELO Application Form for Employment (available from <http://www.kznwildlife.com/careers>)
- b) Applications with no EZEMVELO Application Form and incomplete forms **will not** be considered.
- c) Only shortlisted candidates will be required to submit certified application supporting documents, including qualifications certificates, Driver's License, Identity Document (ID) etc.

The appointment to the post is subject to a positive outcome obtained from all verifications in relation to the position advertised.

Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Ezemvelo application form directly to the following email address Recruitment@kznwildlife.com.

Applicants may also visit any KZN Department's and Public Entity's Designated Online Application Centres (DOACs) where staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application.

You can find the list of Designated Online Application Centers (DOACS) at www.kznonline.gov.za/kznjobs.

Please note that applicants should only use one of the following methods when applying for a post:

- Either through the online e-Recruitment system,

- Emailing Ezemvelo application form directly to Recruitment@kznwildlife.com
- Submit a hardcopy application to one of the Designated Online Application Centres (DOACS)

For any queries relating to this job-application please contact **Recruitment Office** on **033 845 1761** during office hours.

Closing Date: 06 March 2025

Applications received after the closing date will **not** be considered. Applicants not contacted within 30 days of the advertisement closing date should consider their applications unsuccessful.

Selection will be made in terms of the Organization's Employment Equity Plan and Preference will be given to members of designated groups. Ezemvelo KZN Wildlife reserves the right not to make the appointment towards this post.