



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

INTERNAL AND EXTERNAL ADVERT	
Vacancy :	Manager :Employee Relations and Wellness
Business Unit	Strategic Corporate Support
Reporting To :	GM: Human Capital Management
Ref:	HCM/01/2024
Basic salary is R80 961.00 (excluding benefits)	

Purpose:

The purpose of this role is to play a pivotal role in shaping our culture, promoting employee engagement, ensuring well-being of our employees.

The position is key to maintaining a positive and collaborative environment aligned to our values.

You will be expected to lead and provide strategic direction to the Employment Relations and Wellness Function whilst contributing to organizational effectiveness and positive employment relations. Develop and create holistic wellness programmes and ensure employees are provided the support to adapt and maintain a well-rounded healthy lifestyle.

Appointment requirement:

- 4-year Degree or Diploma in Labour Relations
- A Post graduate in Labour Relations/ Labour Law
- 10 years' experience in Labour Relations/ Labour Law
- 3 years' experience in a highly unionised environment preferably in a Local government sector

Role and Responsibilities

1. Develop and implement employee relations strategies, that contribute to organizational effectiveness.
2. Design and executive Holistic wellness programmes that support mental and physical wellbeing of our employees.
3. Provide guidance on HR policies, procedures and compliance matters.
4. Conduct labour relations research and impact analysis of processes and policies in the company
5. Collaborate with cross-functional teams to address employment relations and general workforce challenges



Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Ellen Rakodi | Fulufhelo Ratshikhopha | Londiwe Mthembu |
Mxolisi Zondo | Ntombikayise Tini | Sabelo Mtolo |
Tshepang Thatelo

Executive Directors: Helen Botes (Chief Executive Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



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6. Manage and facilitate /coordinate the company's representation in dispute resolution structures and bargaining councils
7. Responsible for Collective bargaining and negotiations on all ER issues
8. Manage and facilitate the resolution of grievances and disciplinary cases
9. Represent the company during CCMA/ Bargaining Council processes.
10. Responsible for developing, planning, marketing, and executing company-wide wellness initiatives and programs
11. Provide leadership to the Employee Relations and Wellness Team
12. Provide effective functional budget management

Note:

- JPC is an Employment Equity Employer; therefore, an appointment will be made in accordance with the company's employment Equity Policy and Plan.
- Submit a detailed, relevant CV including copies of qualifications via e-mail to JOBS@jhbproperty.co.za
- Quoting the relevant reference and job title.
- Applicants must note that further verifications like qualifications and criminal checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks.

Should you have any queries kindly contact **Amukelani Maluleke on 066 282 0725**

If you do not hear from us within 6 weeks after the closing date, you may consider your application as unsuccessful.

Closing Date: 02 February 2024



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