

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	Assistant Manager: Labour Relations
CORE	HR Support & Administrative Personnel
JOB LEVEL	Level 9
DATE	29 April 2009
LOCATION	Bisho
COMPONENT	Employee Relations
POST REPORT TO	Manager: Employee Relations
JOB CLASSIFICATION CODE	Middle Management

B. HIERARCHICAL POSITION OF POST

<p>Manager Assistant Manager</p>
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C. JOB PURPOSE (Linked to Strategic Plan)

To provide sound employee relations and to manage labour relations matters.

D. MAIN OBJECTIVES (Key performance area (KPA's)

	MAIN OBJECTIVES	%
1	<p>Develop and implement labour relations policies, codes and practices.</p> <ul style="list-style-type: none"> • Facilitate collective bargaining and negotiations on new and developed labour relation policies and guidelines • Compile reports and advise management on all matters pertaining labour relations. 	30
2	<p>Handle staff grievances, disputes, incapacity and disciplinary matters.</p> <ul style="list-style-type: none"> • Represent the Department at disciplinary, incapacity, conciliation and arbitration hearings. • Mediate disputes between employees and management 	30
3	<p>Provide labour relations support to the Department on labour relations issues and labour law.</p> <ul style="list-style-type: none"> • Investigate complaints, cases of misconduct and incapacity • Facilitate resolving of grievances within the Department 	25
4	<p>Facilitate capacity building to management and employees on all labour relations and labour law matters.</p> <ul style="list-style-type: none"> • Provide capacity building to management and employees on all labour law matters. 	15

E. DIMENSIONS OF THE POST

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET

F. PERFORMANCE STANDARDS & INDICATORS (Based on main objectives)

Performance standard (measurable outputs / end results) MAIN OBJECTIVES	Indicator (Indicating how well / if standards were achieved)
Develop and implement labour relations policies, codes and practices.	<ul style="list-style-type: none"> • Availability of Policies, Codes and Practices
Handle staff grievances, disputes, incapacity and disciplinary matters.	<ul style="list-style-type: none"> • Number of cases attended
Provide labour relations support to the Department on labour relations issues and labour law.	<ul style="list-style-type: none"> • Number of cases attended
Facilitate capacity building to management and employees on all labour relations and labour law matters.	<ul style="list-style-type: none"> • Number of workshops done

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Manager	Report on progress / planning input	<ul style="list-style-type: none"> • Monthly reports • Implementation of relevant policies • Render Related services • Service reports • Routine reports and notes • Protocols
Departmental staff/ colleagues	Teamwork, liaising, information-sharing to optimize Labour Relations Policies, services rendered Good communication Feedback, referrals	<ul style="list-style-type: none"> • Routine memos and notes • Technical guidelines • Statistics
Multi disciplinary staff members	Using multidisciplinary team to render support to the Labour Relations management, Co-operation, support, referral	<ul style="list-style-type: none"> • Referral reports / file notes • Regular meetings minutes

H COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Departmental core business and Public Service Legislation, Regulations and Policies. Labour law	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Policy Formulation Skills, Lateral thinking & litigating techniques	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive; compassion, empathy, patience	Understanding of the relevant Acts/prescripts and legislation
Knowledge in the application of labour relations, prescribes and its Policies	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Analytical thinking, Conflict Management, Time Management	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;	National Diploma/ Degree in a relevant Field (3yrs) Five to Seven years experience is required Training in professional ethics Ability to collect and collate data Demonstrative ability to apply labour law, ability to work under pressure; Continuous professional and ethical behavior

I. INDIVIDUAL DEVELOPMENT PROGRAMME (PRIORITY)

**** IT WOULD DEPEND ON THE INDIVIDUAL DEVELOPMENT PRIORITIES

J. CAREER PATHING

J.1 PROMOTION TO THE NEXT HIGHER POST

1. Next higher post : Manager
2. Nature of work in next higher post: -As required in the higher post

K. AMENDMENTS TO THE JOB DESCRIPTION

- The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she deem reasonable in terms of changes in the job content in line with the strategic objectives of the Department, after due consideration with the postholder.

L. PERFORMANCE INSTRUMENTS

- The performance instrument of the postholder, should be read as an extension of this job description.

M. JOB DESCRIPTION AGREEMENT

- We, the undersigned agree that the content of the completed Job Description/Job Model gives an accurate outline and picture of the job as expected from the incumbent in this job:

SUPERVISOR: Malusi Kashe	JOB INCUMBENT: Ms Z.M. Masoka & Mr. V.Majija
RANK: Manager	RANK: Assistant Manager
DATE:	DATE:
ACCEPTED	SIGNATURE:
Additional comments/proposed time of revision of this job description: - only if there are changes in the job content.	
Date of revision:	