



City of Johannesburg
Johannesburg Roads Agency

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2017

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INTERNAL AND EXTERNAL POSITION

VACANCY CIRCULAR NO. 12/2024

NOTE: THIS IS AN INTERNAL AND EXTERNAL CIRCULAR

THE JOHANNESBURG ROADS AGENCY IS THE ENTITY OF THE CITY OF JOHANNESBURG.

Applications requirements:

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for JRA positions.

“JRA, its employees or representatives never ask for a fee from job seekers. Any such requests are fraudulent. Please report any suspicious activities in this regard to the JRA anti-fraud line on 0800 002 587”

Closing Date: 09 SEPTEMBER 2024

All suitably qualified candidates are encouraged to apply and will be considered. The Johannesburg Roads Agency applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender, and disability.” Please note that should you not be contacted within thirty days after the closing date, please consider your application unsuccessful. Johannesburg Roads Agency reserves the right not to appoint.



Circular 12: DATE ADVERTISED: 30 AUGUST 2024

SENIOR EMPLOYEE RELATIONS SPECIALIST – (12 MONTHS FIXED-TERM CONTRACT) REF: 12/2024/39

SALARY: R1,068,369.98 – R 1,564,492.22 PER ANNUM TCTC (ALL-INCLUSIVE PACKAGE)

KEY RESPONSIBILITIES

- Consult and advise management to ensure compliance with legislative and administrative requirements.
- Ensure that all cases of misconduct are dealt with in terms of the JRA Disciplinary Code and Procedure.
- Advise line managers on how to deal with different types of misconduct.
- Facilitate disciplinary processes working with ER Manager, line managers and supervisors.
- Participate in disciplinary hearings to provide testimony and monitoring proceedings.
- Investigate cases of misconduct, review and recommend employee disciplinary actions.
- Investigate sexual harassment cases and other complaints of non-acceptable actions and behaviour's.
- Conduct other investigations as directed by Head: Corporate Services.
- Prepare witnesses and present cases of misconduct during internal disciplinary hearings.
- Advise management on employee suspensions and alternative work placement after analysing the gravity and circumstances surrounding the commissioning of the alleged misconduct.
- Represent JRA in conciliation and arbitration cases.
- Liaise with the Head: Corporate Services on sensitive cases of misconduct.
- Prepare reports and keep records of all investigations and hearings.

REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's Degree in Human Resources, Labour Relations or NQF equivalent.
- Post-Graduate qualification in Labour Law will be an added advantage.
- 8 years' experience in the Employee Relations environment, inclusive of 5 years at middle management or specialist level in employee relations.
- Practical experience in presenting cases at CCMA/Bargaining Council.
- Hands on experience in investigating and presenting cases of misconduct.
- Knowledge of relevant legislations, case law, human resource practices and principles.

The JRA is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Plan to promote its representativity (race, gender, and disability).

Only shortlisted candidates will be contacted.

To apply, click on the link below:

<https://share-eu1.hsforms.com/12WyhkVuOQcKqKewJRJgZLQew554>



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