



RECRUITMENT ADVERTISEMENT

RESOURCES & OPERATIONS Human Resources

POST TITLE	Specialist: Employee Relations & Remunerations		
REFERENCE NUMBER	• 4566	CLOSING DATE FOR APPLICATIONS	• 02 June 2017
POST LEVEL	• P-8		
MINIMUM QUALIFICATION	• Three-year qualification in Human Resources with specialised qualification in Labour Relations/Law		
MINIMUM EXPERIENCE & OTHER REQUIREMENTS	<ul style="list-style-type: none"> • At least three years' experience in an unionised HR environment, specialising in Employee Relations and some exposure to Remunerations • Working knowledge of an HR administration system, with working exposure to ITS being preferable • Demonstrate a working knowledge of applicable South African Labour Legislation 		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> • Degree and post graduate diploma (or equivalent) specialising in Labour Law • Minimum of 5 years directly related experience in Employee Relations at a senior level and some exposure to remuneration. • 5 years working in unionised environment with grievance handling, disciplinary cases, CCMA and ER administration experience. 		
DIRECT ENQUIRIES TO	• Ms Mpho Letsoara – 051 507 3613 or mletsoara@cut.ac.za		

MAIN TASKS

1. Implement policies and procedures relating to Employee Relations an Remuneration in compliance with the University requirements as well as current legislation	2. Provide a specialist Employee Relations services
3. Provide Employee Relations administrative services	4. Conduct remuneration audits and benchmark survey
5. Provide reports on ER and Remunerations	

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

(Kindly ensure that you read and comply before submitting your application)

- Please complete a separate application form for each post.
- The University may decide to consider only completed applications consisting of ALL the documents listed below for selection.
 - A completed and signed CUT application form;
 - A comprehensive Curriculum Vitae;
 - A **certified** copy of a South African identity document or a passport;
 - A complete set of **certified** copies of qualifications (only certified copies of documents are required. Please do NOT submit any original documents); and
 - A **certified** copy of the SAQA accreditation of any qualifications obtained at education institutions outside South Africa.

GENERAL REMARKS

- Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the Central University of Technology, Free State.
- The Central University of Technology, Free State reserves the right to conduct/employ a third party to conduct a background investigation in respect of all short-listed candidates.
- Correspondence will be limited to short listed candidates only.
- The Central University of Technology, Free State reserves the right not to make an appointment in the advertised post and/or to appoint other suitable persons recruited by means other than this advertisement. Appointment, either on a permanent or contract basis, will be negotiated with the successful candidate.
- Application forms are available from the Human Resources section, ZR Mahabane Building, CUT Campus, Bloemfontein or on CUT's website.
- Complete applications, quoting the specific reference number, should reach CUT on or before the closing date via:

By hand:

The Resourcing office, Human Resources
Central University of Technology, Free State
ZR Mahabane building
20 Pres. Brand Street
Bloemfontein

By mail:

The Resourcing Office, Human Resources
Central University of Technology, Free State
ZR Mahabane building
Private Bag X20539
Bloemfontein, 9300

By e-mail:

jobs@cut.ac.za