



National Credit Regulator

The National Credit Regulator (NCR) was established as the regulator under the National Credit Act 34 of 2005 (the Act) and is responsible for the regulation of the South African credit industry. It is tasked with carrying out education, research, policy development, registration of industry participants, i.e. credit providers, credit bureaux and debt counsellors, investigation of complaints, and enforcement of the Act. The Act requires the Regulator to promote the development of an accessible credit market, particularly to address the needs of historically disadvantaged persons, low income persons, and remote, isolated or low density communities. The NCR invites applications from suitable candidates for the following position:

Senior Labour Relations Specialist
Paterson Grade: D-Lower
Salary ranges from R 405 200 – R 769 900 maximum

Requirements:

- The suitable candidate should hold a National Diploma in Labour Relations, B.Proc, or LLB Degree, coupled with 5 years relevant experience in Labour Relations. Right of Appearance in High/Labour Court Preferred. Extensive CCMA and HR generalist experience will be an added advantage.

Duties:

To handle the full spectrum of labour relations matters within the NCR. Represent the NCR at applicable internal and external forums and hearings.

Formulation and implementation of the organisational labour relations strategy

- Assist the HR Unit to formulate labour relations strategy;
- Assist with the implementation of the labour relations strategy throughout the entire organisation.

People management

- Manage subordinates according to performance management policy.

Implement Policies and Processes and effective labour relations in conjunction with the HR Unit

- Assist the HR Unit to develop implement policies in line with LRA, BCEA, EEA and all other relevant legislation;
- Develop and implement any other policies related to Labour Relations
- Facilitate labour relations processes within the prescribed time frames;
- Creatively handle and solve disputes within the prescribed period;
- Implement grievance and disciplinary procedures;
- Negotiate and liaise with management at all levels;
- Training of staff on legislative developments;
- Maintaining of all labour related records;
- Assist the HR Manager during staff forum discussions.
- Advise the HR Manager on other labour relation matters, including matters discussed at the Bargaining Forum

Compliance and service delivery

- Compilation and submission of reports to the dtic on labour relations matters by due date
- Provide adequate service delivery to all stakeholders;
- Assist with drafting labour relations related information regarding the NCR's Annual Performance Plan.

Represent Cases at the CCMA, Labour Court and other forums

- Present cases at the CCMA, High/Labour Court on behalf of the NCR
- Mediate, conciliate and arbitrate the resolution of disputes at CCMA level;
- Interaction with external Counsel and attorneys on the organisation's labour relations matters;
- Manage all disciplinary enquiries (misconduct & incapacity);
- Labour relations investigations;
- Grievance management and handling;
- Collective bargaining (Collective Bargaining Forum/union negotiations);
- Collective agreements and feedback; and
- Providing daily operational advice and guidance to the departments.

Knowledge:

- All relevant labour legislation
- Organisational policies, procedures and dynamics
- CCMA, High Court and Labour Court procedures

Skills:**Technical Skills**

- Legal drafting
- Research and analytical
- Case management
- Contract management

Interpersonal Skills

- Conflict Management and handling
- Ability to keep confidential information
- Mediation and conciliation of interpersonal disputes

Closing Date: 31 August 2021

The National Credit Regulator is an equal opportunity organisation which offers competitive market related packages. Suitable persons should send a detailed CV quoting the relevant reference number to: IF-Recruitment@ncr.org.za

Correspondence will only be entered into with short listed candidates. The National Credit Regulator reserves the right not to make an appointment.



Ref : HR SLRA/8/21