



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20250905/2513
BPS Vacancy Number:	VAC00746/26
Job Title:	Consultant Employee Relations
Job Level:	D2
Vacancy Type:	Internal & External
Salary Range:	R620597.00 - R930895.00
Organisation Name:	State Information Technology Agency
Division:	HCM: Executive HCM
Department:	HCM: ER & Wellness
Employment Type:	Contract
Contract Duration:	24-Months Fixed Term Contract
Location:	Central Region
Number Of Openings:	1

Purpose of Job:

To ensure implementation of the Employee Relations and dispute resolution, communication strategy by engaging line management, staff and other stakeholders to promote human relations. Oversee and manage any employee issues, inspecting and resolving these where possible. To advise, counsel, and support management staff in application of HR processes, policies and procedures and implementing strategies that support the goals of the organization, as well as represent management in administrative in external and internal forum.

Responsibilities:

- Implement Employee Relations strategy to support the organisation objectives.
- Manage and ensure implement Employee Relations, disciplinary and Grievance Management.
- Oversee and Coordinate the Employee Relations matters to ensure accurate reporting.
- Ensure that all Employee Relations and communication practices are compliant with regulatory and legal requirements, company standards and values.
- Manage Employee Relations committees ie consultative Forum, Employment Equity Forum

Qualifications and Experience:

Minimum: 3 year Diploma/, B Tech and Degree in HR or Labour Relations or related field.
Experience: 6 - 7 years experience in Employee Relations field including 2 years experience in Specialist function.

Knowledge:

Knowledge of: Various and relevant Labour legislations: Labour Legislation: Basic Conditions of Employment Act, Labour Relations, Employment Equity, Occupational Health & Safety (OHS), Skills Development Act The incumbent will be required to consult and interact with relevant Government Officials and assist legal department with the preparation of the labour court matters, Represent SITA at the Dispute Resolution System such as CCMA. standards generating bodies, accreditation and certification bodies.

Technical Competencies

Business Writing

Conveys written information and business reports in a detailed and effective manner to individuals or groups to ensure that they understand the message.

Human Capital Management

The set of practices related to people resource management. These practices are focused on the organizational need to provide specific competencies and are implemented in three categories: workforce acquisition, workforce management and workforce optimization.

Customer Relationship Management

The systematic identification, analysis, management, monitoring and improvement of stakeholder relationships in order to target and improve mutually beneficial outcomes. Gains commitment to action through consultation and consideration of impacts. Design the relationship management approach to be taken; including roles and responsibilities, governance, policies, processes, and tools, and support mechanisms. Creatively combines formal and informal communication channels in order to achieve the desired result. CRM & Client Con

Interpersonal and Behavioural Competencies

Active listening

The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.

Attention to Detail

The ability to ensure information is complete and accurate.

Analytical thinking

Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.

Additional Requirements

n/a

How to apply

To apply please log onto the e-Government Portal: <http://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <http://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: egovsupport@sit.co.za or Call: 0801414882

Closing Date : 16 Sep 2025

Disclaimer

*****NB: EMAILED CV'S WILL NOT BE ACCEPTED*****