



**merSETA**

MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

**The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority. This SETA was established in terms of the Skills Development Act 97 of 1998 and encompasses the metal and engineering, auto manufacturing, motor retail, tyre manufacturing, plastics industries and automotive components sub-sectors**

### **INTERNAL & EXTERNAL ADVERT**

We have an excellent opportunity for the following professional to join the Corporate Services Division:

**Employer-Employee Relations Manager (D3)**  
**Salary Level (Min. to Mid): Salary R849 500 – R1 046 200**  
**(2 YEARS FIXED TERM CONTRACT POSITION)**  
**Head Office**

**Purpose:** The purpose of this role is to lead and manage Employee Relations within MerSETA. This includes ensuring compliance with labour laws and regulations, developing and implementing policies and procedures related to employee relations, and managing employee grievances and complaints.

**Duties:** The duties include but are not limited to the following:

1. Undertake regular research into new developments in the employment relations field;
2. Review and develop appropriate ER policies and procedures.
3. Represent merSETA at relevant forums, e.g., CCMA, Labour Court.
4. Represent merSETA in dispute resolution processes including mediation, arbitration and negotiation.
5. Undertake legal analysis and risk evaluation of potential disputes and disputes that are declared to determine the appropriate management strategy;
6. Determining management strategies and options during conciliation and mediation proceedings.
7. Assisting or representing management in statutory conciliation/mediation/ advisory arbitration proceedings.
8. Assisting the Legal Department with applying for court orders in the event of non-compliance with settlement agreements by other parties.
9. Evaluate disputes and disciplinary cases to determine, in consultation with the HR Department, to whom the dispute or pre-dismissal arbitration should be assigned to present management's case.
10. Manage employee grievances and complaints, including conducting investigations and working with legal counsel as needed.
11. Lead in the preparation of merSETA's case, heads of argument and pleadings.



12. Represent merSETA or actively oversee and advise legal counsel during statutory and non-statutory arbitration or pre-dismissal arbitration proceedings.
13. Analyse, evaluate and implement arbitration and predissmissal arbitration awards to determine possible grounds for rescission or review.
14. Manage and oversee collective bargaining negotiations and other labour-related disputes
15. Analyse internal and external environmental trends and developments, determining related training needs.
16. Liaise with the HR division in developing and implementing appropriate training strategies on ER based on the outcome of the needs analysis.
17. Report to Management on a regular basis on the activities of the ER Division and on matters of substantial importance to ER.
18. Maintain accurate records on ER matters and submit high quality reports as required to management and other governance structures.
19. Prepare ER risk registers for each department and ensure mitigation of all risks identified.

**Experience, knowledge and skills required:**

- A minimum of 8 years experience, including management level with full competence in all areas of the ER value chain
- NQF Level 7 Qualification in Employee Relations/Labour Law/Legal/Human Resources or related field
- Postgraduate degree with a Certificate/Diploma in Alternative Dispute Resolution will be an advantage.
- Significant high-level experience in dispute resolution including mediation, arbitration and negotiation.
- Admitted attorney with labour law experience will be an advantage.
- Public Sector experience is essential.
- Strong knowledge of labour laws and regulations
- Excellent interpersonal and communication skills
- Strong analytical and problem-solving skills

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The merSETA is an equal opportunity employer; however, **Preference will be given to Affirmative Action candidates and people with disabilities in line with the EE Plan.** Please submit a detailed CV, qualification and application form and motivational letter to: [recruitment@merseta.org.za](mailto:recruitment@merseta.org.za)

Only shortlisted candidates will be contacted. Should you not be contacted within 21 days after the closing date, please know that your application was not successful. **The merSETA reserves the right to not make an appointment.**

**CLOSING DATE: 08 June 2023**