

CASE MANAGEMENT ADMINISTRATOR (6 month contract – April 2019 to September 2019)

GAUTENG: MONTANA, PRETORIA

QUALIFICATIONS, EXPERIENCE & REQUIREMENTS

- Knowledge of Bargaining Councils – History, Functions, Processes and Structures
- At least two year's Case Management experience
- At least two year's Labour Relations experience.
- Computer Literate in Microsoft Office
- **Extensive knowledge** on CCMA procedures and timeframes
- Knowledge on LRA, BCEA, Collective Agreements
- Effective communication skills both written and verbal
- Ability to work under pressure and meet targets

ADVANTAGES

- B-degree/Para Legal qualification will be an advantage but not a requirement
- Post graduate qualification in Labour Relations
- Experience working on SAP

JOB RESPONSIBILITIES

- Ensure compliance with the Main Collective Agreement
- Assist in Case Management processes for post Arbitration processes
- Management of execution of all legal documentation pertinent to case management.
- Professional interaction and liaison with employers and employees of establishments and Sheriffs
- Professional interactions with Employer and Employee Organisations in the Industry.
- Meeting deadlines and targets
- Handling and resolving queries pertinent to case management.
- Monthly Reports on statistics for case management
- Prepare documentation for execution of enforcement awards
- Ensure compliance with the LRA and relevant case law
- Keep up to date on relevant case law and changes to legislation.
- Ensuring all timelines in terms of case management is adhered to constantly.

REMUNERATION

- Basic Salary R7 400.00– If you do not accept this salary, do not apply
- Pension Fund contribution of 6% of basic salary

NATIONAL BARGAINING COUNCIL

for the Hairdressing - Cosmetology - Beauty & Skincare Industry

- 6-month fixed term contract (April to September 2019)

NOTE

Closing date for applications: 15 March 2019

Interviews will be conducted on the 19th March 2019 at Office Park @ Zambesi, 860

Milkplum Street, Montana, Pretoria

Interested applicants who meet the criteria should submit a letter of application and detailed CV to: stephen@hcsbc.co.za

Please note only shortlisted candidates who meet the requirements will be communicated with. Should you not receive feedback within two weeks, consider your application as unsuccessful.