



The South African Health Products Regulatory Authority (SAHPRA), is the National Medicines Regulatory Authority established in terms of the ***Medicines and Related Substances Act, 1965, (Act No. 101 of 1965) as amended***, to provide for the monitoring, evaluation, regulation, investigation, inspection, registration and control of medicines, scheduled substances, clinical trials and medical devices, and related matters in the public interest.

### **LABOUR RELATIONS SPECIALIST**

**Ref No.: SAHPRA 029/2023**

**SALARY: R1 126 846 – R1 196 011 p/a (Total cost to company)**

**CENTRE: Pretoria**

#### **REQUIREMENTS:**

- Appropriate Tertiary qualification bachelor's degree or National Diploma in Labour Law, Human Resources or related field with at least 5 years relevant experience preferably in the public sector.
- Proven track record in an Employee Relations / Industrial Relations role.
- Labour Relations Specialist experience corporate labour relations and CCMA / Bargaining Council representation. Demonstrated knowledge of employment and labour laws.
- Knowledge of and ability to interpret Human Resources Management Framework with specific reference to labour relations.

**CORE COMPETENCIES AND TECHNICAL PROFICIENCIES:** \*Knowledge and understanding of the Public Finance Management Act and labour legislation, including proven experience in application thereof; \*Ability to work under stress and to meet tight deadlines; \*Analytical and problem-solving skills; \*Verbal and written communication skills; \*Ability to work independently without guidance, and in a team; \*Resilience; \*Communication skills (verbal, written, negotiation, conflict management, presentation); \*Interpersonal skills; \*Ethical behaviour; \*Customer service; \*Planning and organising skills; \*Negotiation skills.

#### **DUTIES:**

##### **LABOUR RELATIONS ADVICE AND TRAINING**

- Responsible and accountable for the development of SAHPRA's Labour Relations and/or Industrial Relations strategy and Policies, supported by the guidelines and/or the SOPs as guided by legislation.
- Guide, coach and train line managers and employees on disciplinarys, grievances and performance management processes.

- Guide and advise line managers on disciplinary hearings, internal grievances, incapacities processes and mediation to ensure disputes are resolved in line with legislative requirements as well adherence with internal SAHPRA policies and procedures.
- Labour Relations training sessions and workshops for Line Management by conducting labour law updates for the SAHPRA to keep the business abreast of latest case law and juris-prudence and by assisting in the formulation and execution of approved Labour Relations programmes, policies, related training and support programmes to ensure to upskill line management on effective management of Labour Relations matters for the SAHPRA

### **STAKEHOLDER / RELATIONSHIP MANAGEMENT**

- Must create a sustainable relationships with key stakeholders in collaboration with the HR TEAM and maintain a good working relationship with the Labour Leadership and Senior Managers within SAHPRA, by actively driving and chairing Consultative Forums and SAHPRA leadership engagements
- Lead and direct the annual substantive negotiations with Organized Labour as per the Public Health and Social Development Sectoral Bargaining Council (PHSDSBC) and by representing the SAHPRA at Labour Related engagements to ensure that recognition agreements are aligned with business strategy and amended where applicable.
- The incumbent may be requested to represent SAHPRA to other utilities when they need support in their interviews or other engagements.
- Facilitates and monitors the establishment of relevant internal labour committees.

### **DISPUTE RESOLUTION and LABOUR RELATIONS STRATEGIC PROJECTS**

- Lead and drive the preparation for CCMA Arbitrations / Corn Arbs and Labour Court Case processes by representing SAHPRA in dispute mediation within the area of responsibility through participation in evidence investigative processes with line management, Forensics and other key stakeholders to the dispute to ensure disputes are resolved in line with legislative requirements.
- Lead and drive the delivery of Labour Relations projects and strategic initiatives and assist in the implementation of appropriate action plans in conjunction with the HR Team, line management and other relevant stakeholders to ensure delivery in line with

business and legislative requirements while establishing adequate Labour Relations emergency plans to mitigate potential ER/IR risks.

- Ensure SAHPRA is compliant with employment laws.
- The position holder develops and ensures that all reports on Labour Relations / Industrial Relations are made available to be presented to stakeholders, when necessary.

**INSTRUCTIONS TO APPLICANTS:** All applications must:

- **Be submitted** with a covering letter clearly reflecting the **name of the position and post reference number**, be signed, accompanied by a comprehensive CV, the names of 3 referees and recently certified copies of ID and qualification/s.
- Applications without the afore mentioned will not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
- A separate application must be completed for each post. SAHPRA will not be liable where applicants use incorrect or no reference number on their applications.
- Applications must be submitted by email to [recruitment@sahpra.org.za](mailto:recruitment@sahpra.org.za), including the required certified documentation as indicated. **DO NOT MAKE ENQUIRIES TO THIS ADDRESS.**
- No late or faxed applications will be accepted. CV's will not be returned. Applications, which are received after the closing date, will not be considered.
- Further communication will be limited to shortlisted candidates. If you have not received a response from SAHPRA within 3 months of the closing date, please consider your application as unsuccessful.
- It will be expected of candidates to be available for selection interviews on a date, time and place as determined by SAHPRA.

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records, citizenship status and previous employment.

SAHPRA is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated. SAHPRA reserves the right to fill or not to fill the vacant post/s.

**Enquiries:** Email: [setlola.molepo@sahpra.org.za](mailto:setlola.molepo@sahpra.org.za) (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

**CLOSING DATE: 25 July 2023 at 16H00.**