



VACANCY

INDUSTRIAL RELATIONS MANAGER

Applications are invited from suitably qualified candidates for the position of Industrial Relations Manager in our Human Resources department.

MAIN PURPOSE

Provide expert advice and consultative services to management and staff on labour issues; implement and manage industrial relations policies and procedures.

REQUIREMENTS AND EXPERIENCE

- Bachelor of Arts (Law)/Degree in Labour Law or equivalent
- Minimum 5 years of relevant work experience in a similar environment, including at least 3 years practical experience in IR management in a highly unionised environment
- Good writing, presentation, communication, analytical, decision making and interpersonal skills
- Ability to function efficiently and effectively in a dynamic and pressurized environment
- Experience in conflict management, negotiation and dispute resolution

KEY RESPONSIBILITIES

The incumbent will be responsible for the following:

- Formulation of and ensure adherence to all employee relations policies and procedures; ensure that they are in line with relevant legislation
- Liaising with labour regulators, legal advisor, social partner representatives and CMAC
- Labour, management and stakeholder relationships
- Facilitating and provision of professional advice on grievances, conflicts and disciplinary hearings
- Facilitation of union/management meetings
- Negotiation of and adherence to agreements

REMUNERATION PACKAGE

The position comes with a competitive salary and other benefits associated with the level of the position and experience.

APPLICATIONS

Please submit your applications with an up to date detailed resume and certified copies of academic qualifications to:

**The Human Resources Manager
Swaziland Water Services Corporation
PO Box 20, Mbabane**

Email: humanresources@swsc.co.sz

Closing date for applications: 18th July 2018

Only shortlisted candidates will be contacted

“We are an equal opportunity employer”