

11 October 2024

**The Public Investment Corporation SOC Limited (PIC) is an asset management firm, whose mandate is to make investments in various sectors of the economy on behalf of public sector entities. Amongst our clients are the Government Employees Pension Fund, the Unemployment Insurance Fund and the Compensation Fund. Over the years, we have grown to be amongst the top, large investment managers in South Africa and the rest of the African continent, with current assets under management at just over R2.6 trillion. At the centre of our growth is a team of self-driven professionals who are results-focused.**

**We are currently seeking applications from dynamic individuals for the following position:**

- **Position:** Employee Relations Consultant
- **\*Job Grade:** D1 – D3
- **Ref:** ERC001
- **Salary:** All-inclusive remuneration package negotiable
- **Centre:** Public Investment Corporation, Pretoria

**Purpose of the role:**

The incumbent will provide advice on labour law/ industrial relations and policy matters and, facilitate consultations and negotiations between management and employees on matters of mutual interests and implement consequence management (grievance and misconduct) within PIC.

**Requirements:**

- Degree in Labour Relations, or an equivalent NQF level 7 qualification
- 5-10 years' experience in Employee Relations Environment.
- Experience in financial services and unionised environment will be an advantage
- Extensive knowledge and application of all workplace Law BCEA, LRA, EEA, etc

**Duties:**

- Advise HR practitioners and management on the implementation of the collective agreement

- Manage management/union relationships in a way that fosters collaboration and sound employee relations within the PIC
- Ensure proper adherence to Employee Relations management processes following PIC policies and procedures.
- Provide advisory and administration function of disciplinary and grievance processes
- Assist management and other relevant employees in all aspects of employee relations practices through the development of guidelines and training initiatives, including a critical skills base for managers to chair and chair hearings/disciplinary as well as grievances
- Liaise and consult with the legal department to procure external attorney's services
- Conduct annual Employee Relations audit to ensure alignment with statutory requirements, company's policies and procedures

#### **Competencies and skills:**

- Good business communication skills (oral and written)
- Ability to deal with pressure/stress
- Ability to deal with different stakeholders
- Business analyses skills
- Results/performance orientated
- Accuracy and logical thinking
- High degree of Integrity
- Negotiation skills

**Our firm values diversity, and excellence and is committed to the realisation of these across all operations and investment activities. If you are dynamic, resilient, agile, disciplined and willing to be part of a team that is focused on creating meaningful change, you are welcome to submit your application for this position.**

**Closing Date: 18 October 2024**

**\* Grade Range: The grade range for this position is from D1 – D3, commensurate with applicable minimum requirements.**

**The PIC is an equal opportunities employer, aligning appointments with the PIC Employment Equity plan.**

Please forward a copy of your comprehensive curriculum vitae to: [Recruitment5@pic.gov.za](mailto:Recruitment5@pic.gov.za)

**Privacy Notice:** *By submitting your application, you consent to the PIC processing your personal information as per applicable laws and the PIC Privacy Policy available on the PIC website ([www.pic.gov.za](http://www.pic.gov.za)). You are free to withdraw your consent at any time, after which, the PIC may cease processing your application.*