
ADVERTISEMENT

The Education Labour Relations Council (ELRC) is a statutory council, established in terms of Section 37 of the Labour Relations Act, No 66 of 1995 as amended. It operates in the Public Education Sector, providing services to the Department of Basic Education, Trade Unions and educators in the interest of South African Public.

The ELRC's primary objective is to • Promote and maintain labour peace in education. Prevent and resolve labour disputes in education • Promote collective bargaining in relation to matters of mutual interest.

The Education Labour Relations Council (ELRC) wishes to fill the vacancy of:

Case Management Officer

Based in Centurion

All inclusive remuneration package of R700 539 per annum (Non-Negotiable)

Our benefits include: A housing allowance, provident fund, medical aid (***this benefit is payable if an employee belongs to a registered medical aid***) and a service bonus
(Grade C2) Ref. ELRC/CMO

REQUIREMENTS OF THE POST

- 3 year Diploma/Degree in Labour Law or Industrial Relations.
- 3-5 years general administration experience.

KNOWLEDGE AND SKILLS

- Knowledge of the Education Sector
- Knowledge of ELRC strategy
- Internal policies and procedures
- Dispute resolution and case management understanding
- Ability to work under pressure
- Interpersonal skills
- Communication skills
- Organisation and prioritisation skills
- Time management skills
- A good command of the English language
- Minute taking skills
- Data capturing skills
- Report writing skills
- Typing skills
- Computer literate
- Administrative skills
- Negotiation and conflict skills

KEY PERFORMANCE AREAS

Management of Referral Forms and Scheduling of Cases

- Check if referral forms for case applications have been completed properly.
- If not completed correctly, write defective letter requesting additional information from relevant parties.
- Complete screening check list.
- E-mail correspondences to panellists and parties.
- Sending notices (making provision for sufficient time) to all parties involved.
- Keeping records of notices in physical filing system.
- Confirm scheduling by e-mail.
- Book/arrange venues for processes (by written confirmation and telephonically).
- Arranging interpreters when required.
- Processing cases by recording settlement agreements and arbitration awards in the DMS APP (ELRC's electronic dispute management system) within set time frames.
- Process condonation, submit variation, rescission and section 142 A, postponement, subpoena applications to the Manager/Senior Manager, which includes ensuring that the papers are in order, that the matters are ripe for hearing and that an arbitrator is appointed
- Receive and read all incoming case applications and rulings and decide on appropriate action to be taken.
- Ensure joinder parties are served with notices in promotion disputes.
- Ensure that Panellists submit recordings, bundle of documents and hand-written notes timeously.

Case Administration and Management

- Processing condonation applications timeously.
- Monitor timeous submission of awards by Panellists, and issue approved arbitration awards and ruling timeously.
- Submission of Awards to research and Media.
- Bring cases of major significance to attention of the Manager/Senior Manager, where appropriate.
- Submission of monthly and quarterly statistical report with Portfolio of Evidence to the Manager.
- Compliance with dispute practice manual.
- Timeous Processing of outcomes on the DMS APP.

General Administration Function and Client Services

- Ensure fair and equitable allocation of cases to the approved list of interpreters and intermediaries.
- Record all actions on the DMS APP.
- Update venue list on DMS APP.
- Schedule hearings on the DMS APP.
- Generation and cancellation of order notes.
- Arrange interpreters when required.
- Logistical arrangement for interpreters/intermediaries and panellists.
- Check data of the cases that have been captured by the Administrator.

Interested candidates must forward certified copies of their qualifications with a detailed Curriculum Vitae, marked “Confidential” for the attention of the HR Department via post to Private Bag X126, Centurion 0046 or hand delivery at 261 West Avenue, ELRC Building, Centurion, or via e-mail at recruitment.hr@elrc.co.za. Please note that the maximum e-mail size should not exceed 5MB.

Enquiries can be directed to Mr Nkanyiso Mhlungu on (012) 663-7446.

The closing date for receipt of applications is 01 October 2024 at 16:00

The ELRC is an employer committed to employment equity and, as such, women and people with disabilities are encouraged to apply.

The Council reserves the right not to make an appointment. If you have not heard from the ELRC within 30 days of the closing date, please accept that your application has been unsuccessful.