

ADVERT



POSITION: ENFORCEMENT ARBITRATIONS & RETURNS CONTROL OFFICER CAPE TOWN OFFICE.

Job Purpose: The purpose of the position is to provide an end all-inclusive support services for Enforcement Arbitrations scheduling, processing for non-payments, referrals for arbitration cases, reporting, utilisation of commissioner dates, administration of commissioner claims and invoices and updating of council telnet system.

Job Objectives:

1. Ensuring arbitrations are allocated within the statutory time frames and attaching dates and commissioners to arbitrations.
2. Ensuring that all parties concerned are properly and timeously notified of arbitrations and that all the necessary documentation has been prepared.
3. Ensure that all commissioners contact details are up to date, that they are scheduled effectively and that they are paid on time for services rendered.
4. Ensure that all arbitration related correspondence is attended to within the prescribed timeframes and that faxes and e-mails are distributed effectively on a daily basis.
5. Close files and ensure proper filing of cases that has been closed.
6. Provide monthly statistics and reports on enforcements and arbitrations to the Supervisor.

Requirements Knowledge:

- Knowledge of Bargaining Council Agreement advantageous
- Knowledge of Labour Legislation
- Knowledge of Telnet System or computer literacy
- Numeracy

Related Skills

- Assertiveness
- Customer Relations
- Conflict Handling
- Planning and forecasting
- Patience and good listener
- Communication skills

Education; Qualification & Experience

- Grade 12
- Post Matric Certificate in General Administration/ Human Resources/Labour Law

Remuneration Grade: C1

It is the Council's intention to promote equity through the filling of all numeric targets as contained in the EE Plan, first preference will be given to African Male candidate.

Applications: All applications accompanied by comprehensive word format resume' must be forwarded to the **NBCRFLI** Human Resources department via email address nozuko.nzolo@nbcrfi.co.za before the closing date.

Closing date: 19 April 2024

Should you not hear from us 30 days after the closing date, please consider your application unsuccessful.

PROTECTION OF PERSONAL INFORMATION ACT.

Personal information collected and processed for purposes of recruitment will be protected from unauthorised access and improper use or disclosure.

DECLARATION AND INFORMED CONSENT.

By submitting your application for the advertised role, you give Council permission to process your personal information and you acknowledge that you understand the purpose for which it is required and for which it will be used. Furthermore, you declare that all personal information supplied to the Council for the purposes of recruitment is accurate, up to date, not misleading and that it is complete in all respects.