



BCCEI

Bargaining Council for the
Civil Engineering Industry

POSITION: Designated Agent
LOCATION: Johannesburg and Regions

Consideration will be given to the Demographics as depicted in the Economically Active Population released by the Labour Department.

This position is responsible for the following:

- Investigates member complaints
- Secures compliance to collective agreements and advises stakeholders on exemption procedure
- Performs member audits
- Registers new members
- Prepares information for and represents BCCEI at compliance arbitrations
- Maintains member relationships
- Conducts industry demarcation inspections
- Conducts job grading inspections
- Actively identifies non-registered members
- Report writing
- Extensive driving

Requirements:

- Diploma in Labour Relations/ HRM/ Industrial Relations/ Employee Relations
- Minimum 3 years working experience in a dispute resolution /compliance environment
- Broad & specific understanding of the statutory rules, legal processes, legal language of the job and the relevant labour legislation
- Exceptional conflict handling experiences
- Mediation experience
- Analysis of remuneration related anomalies / interpretation of data to defend conclusions in any legal matter
- Report writing experience
- Strong administrative experience
- Driver's licence

If you meet all the above requirements and would like to apply, please send your CV and certified copies of your ID and qualification to hr@bccei.co.za.

Closing date: Friday 14 May 2021 at 16:00

If you have not heard from us in 2 weeks from the closing date, please accept that you were unfortunately not successful.

JHB	Block F, Eastgate Office Park, 24 South Boulevard Road, Bruma, 2198 ▪ Tel. (011) 450 4963/6 Fax. 086 550 4995
DBN	Suite 102, Gateview Office Park, 3 Sugarclose, Umhlanga Ridge, Durban, 4320 ▪ Tel. 010 001 0097 Fax. 086 550 4995
CT	White Oak Terraces, Old Oak Office Park, Edmar Street, Durbanville, 7750 ▪ Tel. 010 001 0096 Fax. 086 550 4995
PE	51 6th Avenue, Newton Park, Port Elizabeth, 6055 ▪ Tel. 010 001 0098 Fax. 086 550 4995
EL	Shop 11C, Beacon Bay Crossing Centre, Cnr N2 & Bonza Bay Road, Beacon Bay, East London, 5241 ▪ Tel. 010 001 0099 Fax. 086 550 4995