



BCCEI

Bargaining Council for the
Civil Engineering Industry

POSITION: Designated Agent
LOCATION: Polokwane and Mpumalanga 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 between Limpopo and Mpumalanga

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
- Solid discipline and exceptional ability to work autonomously and without supervision in a remote work environment
- Stable home Internet fibre line advantageous for home-based office work
- Driver's licence and own reliable vehicle

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

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 22 October 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.

The BCCEI respects the right to privacy of all applicants and shall ensure that we comply with the legal requirement of the POPI Act, which regulates the manner in which we collect, process, store, share and destroy any personal information which is provided to us by applicants for the sole purpose of recruitment. The BCCEI Privacy Policy can be viewed on www.bccei.co.za