BCCEI
Bargaining Council for the Civil Engineering Industry

POSITION: Designated Agent

LOCATION: Nelspruit

Preference will be given to candidates from designated groups with due consideration of the company's Employment Equity goals and targets.

This position is responsible for the following:

- Investigates member complaints
- Secures compliance with 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 in the Mpumalanga province

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
- Speak and/or understand Swati/ Ndebele/ Tsonga
- 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 ability to work autonomously
- Exceptional ability to work unsupervised in a remote work environment
- Driver's licence and own reliable vehicle

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: Thursday 10 March 2026 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.