

LEGACY HEAD OFFICE

INTERNAL VACANCY

This vacancy will be filled taking into consideration the Legacy Hotel Employment Equity policy

POSITION: INDUSTRIAL RELATIONS MANAGER.

Reporting to the Managing Director of Legacy Hotels and Resorts the successful applicant will be tasked as follows.

Job Overview:

The position entails ensuring that Industrial Relations “Best Practice” is applied in all hotels managed by Legacy Hotels and Resorts.

The incumbent will be required to:

- 1) Provide leadership on all aspects of Industrial Relations practice and to ensure legal compliance.
- 2) Identify organisational IR training needs and correctly address these needs to the benefit of all stakeholders.
- 3) To provide leadership on all aspects of internal disciplinary process and to ensure compliance with company standards.
- 4) To attend CCMA and Labour Court matters as and when required.
- 5) To manage the annual wage negotiation process and to ensure settlement within the annual budget.
- 6) To negotiate and draw up collective agreements with the various trade unions as and when required.
- 7) To provide an IR “Hot-line” service to all management so as to ensure that labour matters are dealt with expeditiously, competently, and at minimum cost to the company.
- 8) To ensure that the IR policies and procedures are updated to comply with current legislation and case law.

Skill and Educational requirements:

- The successful candidate would have a minimum of a recognised two-year diploma in Labour Relations Management and at least five years of experience in the field of Labour Relations. Alternatively, seven or more years of on-job experience in the IR field working as an IR Manager would be required.
- Strong communication skills
- Comprehensive knowledge of all Labour Legislation and experience at dealing with Labour Disputes at the CCMA.
- High degree of assertiveness balanced with compassion.
- A track record of Integrity, Objectivity, and sound Judgement.
- Sound administration skills

Salary: Market related for the position

Applicants who have the skills and experience listed above and who wish to either join, or further their careers in, the challenging environment of the Hospitality Industry should send a short CV (Excluding certificates) including recent references to:

Ms. Mbuyi Msimang, PA to the Managing Director, Legacy Head Office, Fax: (011) 806-6868; email mmsimang@legacyhotels.co.za

Closing date: 25 March 2010