The South African Medical Association (SAMA) is seeking to appoint the Employment Relations Advisor based at the Pretoria Head Office.

**Job Purpose:**
To provide consulting services, representation, support and advice on complex labour and employment related matters to members of SAMA within the assigned provinces.

**Job Responsibilities**

**Operations:**
- To provide expert advice and support to members and other key stakeholders on labour law and labour disputes on a daily basis.
- To represent SAMA members at grievance processes, disciplinary hearings, conciliations and arbitrations to ensure adherence to fair labour practice.

**Research & Development:**
- To keep abreast of current legal trends and labour law and ensure that effective research is conducted on precedents to ensure that accurate advice, representation and negotiation can be done on behalf of the SAMA members.

**Collective Bargaining:**
- Assist the National Bargaining Unit with negotiations on conditions of service for the public sector member by representing SAMA members at required bargaining structures.

**Reporting:**
- Monitor current trends in the public health service and proactively advise members of any changes through publications of ER articles in the SAMA insider.
- Ensure that all ER enquiries and disputes are correctly captured onto the case management system thereby ensuring that all cases are managed effectively and efficiently.

**General:**
- Work together with colleagues to ensure that the best possible service is provided to SAMA’s members at all times.
- Maintains records, prepares reports and composes correspondence relative to the daily Work of an ER Advisor.
Job Requirements:
• Diploma or Certificate in HRM or Labour Law
• LLB degree is desirable
• 3 – 5 years experience in a similar role
• 1 – 2 years experience in the public healthcare sector is desirable

Knowledge, Skills, Competencies Required:
• Extensive knowledge of Labour Laws such as LRA, BCEA, OHSA, PSA, EEA, etc.
• Knowledge of Government Regulations and Policies
• Knowledge of Public Service Collecting agreements
• Understanding of Collective Bargaining and Union Environment
• Knowledge of the laws, regulations, and procedures of collective bargaining.
• Knowledge of rules and standards of conduct in the public sectors.
• MS Office (Word, Excel, & Power Point)
• Communication Skills (verbal and written)

Term: Permanent

To apply: submit a detailed CV to careers@samedical.org, indicating clearly on the Subject line for which position you are applying (i.e. Application for ER Advisor)

Closing date: 4 March 2020.

Should you not hear anything from us four weeks after the closing date please consider your application unsuccessful.