



Central University of
Technology, Free State

JOIN THE TEAM

Customer service

Integrity

Diversity

Innovation

Excellence

Employee Relations Administrator (P11)

RESOURCES AND OPERATIONS | Human Resources | Ref 223



Bloemfontein Campus



About the
position

Main purpose of the job

To administer all HR – Employee Relations activities and/or administrative queries relating to employee relations

Main tasks

- | | |
|---|---|
| 1. Administration of Employee Relations policies and procedures | 2. Provide secretariat services to related committees |
| 3. Provide Employee Relations administrative service | 4. Provide reports on ER |



About the
appointment

Nature of appointment

Permanent Support Services

Minimum salary scale (Total Cost to Company)

R318 641 per annum

Note: CUT applies an internal parity model to determine remuneration that complies with the principle of "equal pay for work of equal value". Accordingly, the preferred candidate may expect an offer that is in line with their qualifications and years of similar experience. Please contact the Recruitment office for more information on the applicable salary scale.



What are we
looking for?

Minimum Qualification/ Knowledge and/or Experience

- Matric
- At least two (2) years' experience in Employee Relations administration within an HR environment
- Working knowledge of office and ER administration, with working exposure to an HR Information System
- Working knowledge of applicable South African Labour legislation in relation to ER

Desired Qualification, Knowledge and/or Experience

- A degree in Human Resources or equivalent
- At least three (3) years in an Employee Relations (ER) environment

Note: Preference in shortlisting may be given to local candidates



Interested?

Job-Related Enquiries

Mr T Majola

☎ 051 507 3610

✉ tmajola@cut.ac.za

Remuneration, Benefits and Process Enquiries

Recruitment Office

☎ 051 507 3012

✉ jobs@cut.ac.za

**To find out more or to apply, visit www.cut.ac.za/careers or
<https://cut.jb.skillsmapafrica.com/>**

CLOSING DATE FOR APPLICATIONS – 28 August 2020

THINKING BEYOND