

POSITION: EMPLOYEE RELATIONS MANAGER

Centre: HEAD OFFICE (EAST LONDON)

Level: D-UPPER

Purpose

Reporting to the Executive Director: Corporate Services, the Employee Relations Manager will manage and provide Employee Relations, Employee Wellness and Occupational Health & Safety Services to the Eastern Cape Parks & Tourism Agency.

Requirements

- An Honours Degree (NQF 8) in Labour Relations or Law.
- At least five (5) years' relevant Employee/Labour Relations experience, including supervisory experience, or an equivalent combination of relevant education and experience.
- Sound knowledge and practical experience in labour legislation, collective bargaining, disciplinary and grievance procedures, dispute resolution and CCMA processes.
- Samtrac qualification will be advantageous.
- Code EB driving license.

Key Performance Areas

- **Employee Relations:** Implement approved Employee Relations programme on capacity building of employees and facilitate disciplinary hearings, grievances and conflict resolutions.
- **Employee Wellness:** Develop and facilitate training and ensure Employee Wellness Programme Reports are accurately completed and according to the highest standards.
- **Occupational Health & Safety:** Ensure compliance to OH&S legislation.
- **People Management:** Monitor and manage the performance of the Employee Wellness and OH&S Officers and ensure compliance with policies, procedures and applicable legislation.

NB: In line with the Employment Equity Policy of the Eastern Cape Parks & Tourism Agency, preference will be given to suitable candidates from the designated groups. (Where applicable)

Closing Date: 04 September 2026

Please forward your application to:

- 1) recruitment1@ecpta.co.za; please specify the position you are applying for.
- 2) Please submit a comprehensive CV. Applications received after the closing date and/or those submitted to an address not listed above will not be considered.
- 3) If you do not receive a response within 30 days, please consider your application as unsuccessful.

The ECPTA reserves the right not to fill any advertised position.

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