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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION:**  
**SENIOR SPECIALIST: CASE MANAGEMENT & LITIGATION**

**APPLICATION REQUIREMENTS**

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership in professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

**DISCLAIMER**

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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## SENIOR SPECIALIST: CASE MANAGEMENT & LITIGATION

**DEPARTMENT:** Group Corporate & Shared Services  
**BRANCH:** Group Human Capital Management  
 (Employee Relations and Development)  
**DESIGNATION:** Senior Specialist: Case Management & Litigation  
**REMUNERATION:** R49 780,13 pm (basic salary, excluding benefits)  
**LOCATION:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### Minimum Requirements:

- Matric/Grade 12 plus a Degree in Labour Relations Management, Human Resources Management or equivalent (NQF level 7);
- 5 – 7 years' working experience in the Labour Relations environment or related field of which 2 years must be in a specialized environment;
- Proven track record in LR Management, managing external stakeholders, conflict resolution, change management and organizational development;
- Valid driver's license.

### Primary Function:

Provide expert Labour Relations oversight, advisory, advocacy, counsel and support, ensuring consistency and quality of collective agreement, labour policies and procedures. Work with a team of Labour Relations Specialists, Human Resources professionals and line managers to address relations issues providing advice and direction, including providing counsel and support to managers in addressing employee grievances.

### Key Performance Areas:

- Manage, facilitate/prepare and control procedures associated with Disciplinary and Grievance cases and enquiries;
- Prepare and represent the Municipality in case referred for Conciliation/Arbitration;
- Provide support and assistance in the City's litigation processes;
- Provide employee relations advisory services in support of attaining labour peace and stability;
- Provide practical training and guidance to Management on procedures and applications associated with specific Labour Relations processes;
- Facilitate the maintenance of the relationship with stakeholders such as SALGA, SAMWU, IMATU and SALGBC;
- Manage and monitor assets and resources of the Directorate;
- Control, consolidate, analyse and submit various reliable reports;
- Practice good governance and management of risk;
- Perform specific administrative tasks/responsibilities associated with the functionality.



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### **Leading Competencies:**

- Computer literacy (MS Office Packages, including Word, Excel);
- Skills on how to interpret and apply relevant procedures, relevant and applicable labour legislations;
- Wide degree of creativity and latitude is expected;
- Keen attention to detail and excellent organizational skills;
- Communication skills (verbal and written);
- Ability to maintain confidentiality;
- Ability to work as a strong team player;
- Excellent organizational, interpersonal, written and oral communication skills;
- Proven time management skills, able to deal with the pressures of deadlines, interruptions and changing priorities;
- Ability to multi-task, solve problems and interact positively with internal and external customers.

### **Core Competencies:**

- In-depth understanding of labour legislations, regulations and industry best practice;
- Ability to work independently and as part of a team, with strong organizational and time management skills;
- Proven track record in labour relations management and litigation;
- Strong communication and interpersonal skills with the ability to mediate and resolve employee relations issues effectively;
- Ability to develop and implement employee relations policies, procedures, programmes and collective agreements.
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism

***“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”***

**Please take note that only online applications will be considered. Please apply by using the following link below:**

**<https://share-eu1.hsforms.com/1BLnPLpi0RninpVUeGx93uAew554>**

**APPLY ONLINE VIA THIS LINK: [www.joburg.org.za](http://www.joburg.org.za)**



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**ENQUIRIES ONLY:**

Contact Person: Regina Hartley  
Tel No: 065 880 8493

**CLOSING DATE: 2025**

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check, and
- Identity validation.