

POSITION OFFERED	<p>BIBC DESIGNATED AGENT – CLIENT SERVICES DEPARTMENT – HERMANUS OFFICE</p> <p>To implement the end-to-end client service, monitoring and enforcement process for a specific allocated area, therefore contributing to fairness (for both the employer and employee) in the building industry through adherence to the collective agreement. This position will be based at our Hermanus office.</p>
DURATION	Permanent (after a successful 6-month probation period)
BASIC SALARY BAND	Package offered will be based on TCOE, and factors such as experience will be taken into consideration.
CLOSING DATE APPLICATIONS	13 January 2025
STARTING DATE	March 2025
CV'S TO BE SUBMITTED TO	<p>YUGESHNI BALIRAM at applications@bipc.co.za Reference: DAHER2025</p> <p>Please ensure you provide an updated CV and certified qualifications. Applications will not be considered if these documents are not submitted.</p>
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Matric / Grade 12. • An unendorsed driver's license with own motor vehicle, that can be used for work purposes (business travelling costs reimbursed). • Proficient in at least two languages that is spoken in Western cape. • Conflict management skills. • Ability to work without supervision. • At least two contactable references. • Basic computer skills (MS office). • Reside in Hermanus. • Minimum of 3 years' Work experience in a related working environment. • All applicants must be willing to undergo a medical examination. Due to the requirements of the Occupational Health and Safety Act, certain medical requirements are compulsory when working on a building site. • Prospective candidates must undergo pre-employment background checks as part of the selection process.
TO YOUR ADVANTAGE WILL BE:	<ul style="list-style-type: none"> • Relevant degree or post graduate diploma. • Experience as a designated agent at a Bargaining Council. • HR/ER experience advantageous. • retrenchment procedures, disciplinary procedures (misconduct, incapacity) etc, disciplinary enquiries, CCMA / Bargaining Council conciliations and arbitrations sound knowledge of labour legislation.

We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified. Applicants who have not heard from the BIBC within 21 days of the closing date may assume that their application has been unsuccessful.