



FURNITURE BARGAINING COUNCIL

North Block ♦ 39 Empire Road ♦ Parktown Ext ♦ Johannesburg
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VACANCY – DESIGNATED AGENT

We are urgently looking for a **Designated Agent** to be based in our Head Office (JHB Office).

1. **PURPOSE OF THE JOB:**

- To monitor and enforce compliance to the Collective Agreements in the furniture manufacturing industry through conducting routine inspections, investigating complaints and addressing queries with employers and employees on Collective Agreement requirements.
- To identify establishments and employees that fall within the scope of the Council for registration.

2. **MAIN RESPONSIBILITIES OF THE JOB:**

1. **Establishment Inspections**

- Plan for weekly inspections on establishment compliance and submit to Chief Agent for review
- Prepare inspection report from IT System, system providing details of the establishment
- Visit the establishment and request for wage and time records, monthly return forms and payslips to check all deductions are correct as per the Collective Agreement
- Visit the factory and check activities of each employee at their workstations to confirm grade of employment and verify earnings against grade
- Identify if establishment is in arrears in respect of return forms or Contribution monies
- Discuss any compliance deviations with employer, clarify misunderstandings, and issue compliance orders for any contraventions to Collective Agreements
- Monitor adherence to compliance orders issued within an allocated timeframe, and refer to Dispute Department for failure to comply
- Compile assessments for employer and employee contributions (e.g. for unregistered employees or under payment of wages), present assessment to parties, and when failure to comply prepare a file and submit to Dispute Department
- Monitor arbitration process and present testimony as to what transpired and how an assessment was calculated
- Deliver awards to employer and participate in discussions with the employers on arbitration results
- Produce daily reports on inspections conducted and submit to Chief Agent on a weekly basis
- Provide advice and information to employers and employees on interpretation and application of the Industry's Collective Agreements
- Conduct investigations on demarcation disputes to establish activities of the establishment and present arguments at CCMA as and when required

2. **Investigation of Complaints**

- Conduct investigations based on queries or complaints from employees or employers
- Conduct jurisdiction investigations to determine if establishment activities fall within the scope of the Council
- Assist the Sheriff of the Court to verify if establishments are still in existence or closed or moved
- Address parties as per the industry's collective agreements
- Prepare reports on various outcome for submission to the Chief Agent and file accordingly

3. **Registration of Establishments**

- Identify unregistered establishments or alternatively receive tips-offs or complaints from employer and employees in the industry
- Visit the premises of establishments and conduct jurisdiction investigation to determine if establishments activities fall within the scope of the Council
- Produce a report if there is no jurisdiction or alternatively discuss the implications of registration with the employer and issue a compliance order for failure to comply; follow up on adherence to the compliance order within the allocated time frame and submit through to Disputes Department for failure to register; and provide testimony at arbitration if need be

4. **Administration**

- Maintain files of all documentation encompassing registration, correspondence, any exemptions, inspection reports, and complaints for establishment if allocated area
- Check system for establishments that have not submitted correct payments / returns
- Issue compliance orders and prepare files for referral at Disputes Department
- Serve the compliance order for the offending establishment and conduct follow-up inspections
- For non-compliance to compliance order, prepare an assessment for inclusion in the dispute file and submit through to the Dispute Department
- For compliance to compliance order, cancel compliance order or withdraw the arbitration notice, notify establishment, and file accordingly
- Verify and update registration details of establishments
- Prepare and submit a monthly report on all investigations inspections, deliveries, administration to the Chief Agent
- Attend to queries on holiday bonus Fund and leave pay fund during pay-out period
- Deliver the leave pay and holiday bonus statements and provident fund statements directly to the establishments directly to the establishments

3. **EDUCATION, KNOWLEDGE AND EXPERIENCE REQUIRED:**

- Grade 12 with Certificate in Labour Law
- National Diploma in Labour Law advantageous
- 3 years' experience within the Labour Law environment
- Computer literacy and valid driver's licence advantageous

4. **SKILLS AND COMPETENCIES REQUIRED:**

- Basic knowledge of applicable Labour Law (particularly Labour Relations Act and Basic Conditions of Employment Act) is preferred
- Communication
- Interpersonal
- Problem solving
- Planning
- Time management
- Reporting

5. **REMUNERATION :**

Market related.

Applications must be in writing accompanied with a detailed CV and should be e-mailed to Lungile@furnbed.co.za