



External Vacancy

The South African National Petroleum Company (SANPC), a subsidiary of the Central Energy Fund (CEF), and its objective is to oversee the strategic planning, coordination, and governance of the country's petroleum & gas resources, thereby contributing to national development and economic growth.

SANPC currently seeks to employ **Manager: Employee Relations permanent** at Johannesburg / Cape Town.

MANAGER: EMPLOYEE RELATIONS

Job Purpose:

- Oversee all activities in the employee relations department, including grievances, investigating transgressions, and conducting disciplinary hearings, managing relationships with unions and resolving disputes.

Job Responsibilities

Internal Business Processes (Operational)

- Create, execute, and report on the Employee Relations strategy, policies, and procedures to ensure that the SANPC complies with current legislation and labour relations best practices.

- Establish and manage dispute resolution process and procedures.
- Receive and manage employee grievances in accordance with the SANPC's grievance policies and procedures.
- Conduct thorough investigations of alleged employee transgressions and violations of the SANPC's policies, providing fair and impartial resolutions to address employee concerns.
- Manage and conduct disciplinary hearings, ensuring adherence to the SANPC's policies and procedures.
- Cultivate and maintain positive relationships with unions.
- Collaborate with union representatives to address concerns, negotiate agreements, and resolve disputes.
- Mediate and facilitate resolutions for disputes between employees, departments, or with management.
- Provide guidance on conflict resolution techniques and preventative measures.
- Ensure that all employee relations activities align with SANPC's policies and legal requirements.
- Stay informed about changes in labour laws and regulations to maintain compliance.
- Act as an advocate for employees, ensuring their concerns are heard and addressed appropriately.
- Develop and implement initiatives to enhance employee morale and well-being.
- Maintain accurate and confidential records of employee relations activities.
- Capacitate all employees, mainly people leaders in unfair labour practices and unfair dismissals in dispute resolution

Financial

- Collaborate with the HR Executive to develop and manage the budget for employee relations activities.

Customer Service

- Facilitate communications and relations with labour unions, management and employees to maintain healthy relations between the SANPC and labour unions.

Learning and Growth

- Manage subordinates' performance and development of learning and growth plans to ensure good performance delivery, retention and talent development.
- Manage the development and implementation of a personal learning and growth plan to ensure continued development.

Job Qualifications and Experience

- NQF 7 in HR / Industrial Relations / Labour Law/ Social Sciences or related fields
- LLB qualification will be an added advantage
- 10 years or more experience in building relationships with and negotiating with unions is essential.
- Proven track record with dispute resolution bodies (Bargaining Councils / CCMA)

Knowledge / Skills

- Principles of privacy and confidentiality
- Labour Relations Act; Employment Equity Act; Basic Conditions of Employment Act; Skills Development Act; BBBEE Codes
- South African Legislation relating to SHEQ (e.g., Mine Health and Safety Act and Occupational Health and Safety Act etc.)
- Relevant ISO standards
- Commission for Conciliation, Mediation and Arbitration (CCMA) operations
- Bargaining councils

Organisational Core Competencies

- Stewardship
- Honesty
- Integrity
- Respect
- Transparency

Managerial / Leadership Competencies

- Building a successful team
- People management
- Coaching
- Mentorship
- Gaining commitment
- Planning and organising
- Building strategic relationships
- Conflict management
- Aligning performance for success

- Supervision / direction
- Building trust
- Stakeholder management

Functional / Technical Competencies

- Budgeting
- Contract management
- Business acumen
- Facilitation
- Negotiation
- Risk management
- Report writing
- Verbal communication
- Written communication

Behavioral Competencies

- Detail oriented
- Even tempered
- Analytical ability
- Stress tolerance
- Problem solving
- Resilience
- Innovation

The closing date for this position is: 01 October 2026

Please submit detailed CVs to sanpcrecruitment@sa-npc.co.za

SANPC is an Equal Opportunity Employer committed to the principles of Employment Equity. Preference will be given to candidates whose appointments improve representativity at SANPC.

Please consider your application unsuccessful if you have not been contacted two weeks after the closing date.