

SCOPE OF WORK FOR THE PROVISION OF CHAIRPERSONS AND INITIATORS (CASE PRESENTERS)


1. Case Chairpersons

- Chairing disciplinary hearings into allegation(s) of misconduct;
- Chairing appeals, as and when required;
- Ensuring consistent application of disciplinary codes and procedure;
- Timeous initiation and finalization of disciplinary cases;
- preside over Central Rotek Forum or House Agreement Forum as and when required.
- Facilitation in the following meetings:
 - Wage Negotiations
 - Mediation and Facilitation
 - Conflict Resolution
 - Interfacing with Organized Labour
 - Brokering collective agreements
- Investigations

2. Case Presenters

- Gather evidence, prepare cases on ERI's behalf internally and externally, representation at CCMA or Bargaining councils or at any other Court of law;
- Represent ERI's interest at internal cases and CCMA or Bargaining councils;
- Ensure quality outcomes of disciplinary cases through effective case preparations;
- Ensure effective preparation of witnesses;
- Prepare and submit quality reports timeously.
- Conducting investigations

SIGNATURE: _____



Moses Mamphodo

ERI EMPLOYEE RELATIONS MANAGER

Date: 14 October 2022