

# NATIONAL EMPLOYMENT COUNCIL FOR THE BANKING UNDERTAKING

## VACANCY NOTICE

Applications are invited from suitably qualified and experienced persons to fill the position of Designated Agent which has arisen in the National Employment Council (NEC) for the Banking Undertaking.

## DESIGNATED AGENT

Reporting to the NEC Executive Committee, the Designated Agent shall be certified and authorised by the Registrar of Labour on appointment, and will be responsible for enforcing the observance of, and compliance with the NEC Collective Bargaining Agreement (CBA) and Employment Code of Conduct, including redressing any disputes which occur in the Banking Undertaking.

### Duties and Responsibilities

- Conciliates and arbitrates labour disputes in accordance with the Labour Act.
- Interprets labour legislation to all stakeholders in the Banking Undertaking.
- Advises employers and employees on labour legislation.
- Assists employers and employees in the formation of Works Council committees.
- Conducts training and labour briefings for members.
- Carries out labour inspections concerning conditions of employment in the Banking Industry.
- Attends NEC Appeals and Exemption Committees Hearing, records proceedings and assist in drafting determinations.
- Collects levies and subscriptions from members and makes follow up on defaulting members.
- Performs any other duties that may be assigned.

### Qualifications and experience

- A Social Science degree or equivalent, LLB or equivalent.
- A diploma in law and Conciliation and Arbitration would be an added advantage.
- At least 5 years experience in labour relations administration.
- Demonstrable experience in Conciliation and Arbitration, including drafting of determinations and rulings for confirmation by the Labour Court.
- Sound knowledge and understanding of the financial services sector and labour law.

### Attributes

- Mature individual with good interpersonal/communication and writing skills
- Ability to work with minimum supervision
- Highly computer literate
- Analytical with sound judgment
- Unquestionable integrity and honesty
- Clean class 4 drivers' license

Interested candidates meeting the above criteria should email their applications accompanied with detailed CVs to [admin@necbanking.co.zw](mailto:admin@necbanking.co.zw) by not later than **9 October 2017**.

**Please note that only shortlisted candidates will be responded to.**