

VACANCY

EMPLOYEE RELATIONS OFFICER – JM

Umfolozi Sugar Mill (USM) is an iconic sugar mill located in Mtubatuba, 48km from Richards Bay and 30kms from St Lucia. It is nestled between the iSimangaliso Wetland Park World Heritage Site on the north coast of KwaZulu-Natal and the Hluhluwe-iMfolozi Park inland. Founded in 1913, USM has become a leading producer of high-quality VHP brown sugar, crushing more than 1.3 million tons of cane per season, producing 135,000 tons of VHP sugar and 40,000 tons of molasses

USM is seeking a dynamic and highly skilled **Employee Relations Officer** to join our Human Resources team. This is an exciting opportunity for a passionate HR professional who thrives in a unionized environment and is committed to building strong workplace relationships, ensuring compliance, and contributing to a fair and productive organizational culture. The successful candidate will play a pivotal role in promoting constructive employee engagement, providing expert labour relations guidance, and supporting managers in maintaining a stable and legally compliant work environment.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in HRM, Industrial Psychology, or equivalent.
- Advanced Diploma in Labour Law (advantage).
- Minimum 5 years' experience as an Employee Relations Officer or equivalent in a unionized environment.
- Solid knowledge of disciplinary, grievance and incapacity procedures.
- Proven CCMA and Bargaining Council experience.
- Strong communication (bilingual recommended), analytical, and decision-making skills.
- High level of integrity and professionalism.
- Proficiency in MS Office Suite and Sage 300 People (advantage).

KEY FOCUS AREAS:

- Managing disciplinary, grievance, and incapacity processes in line with policy and legislation.
- Providing expert advice to management and employees on labour relations matters.
- Representing the company at CCMA and Bargaining Council proceedings.
- Monitoring the IR climate and recommending proactive interventions to maintain a stable work environment.
- Ensuring organizational compliance with labour legislation and collective agreements.
- Reviewing, updating, and implementing HR and IR policies and procedures.
- Guiding line management on best IR practice, standards and organizational policies.
- Building strong relationships with unions, shop stewards, and employee representatives.
- Supporting organizational engagement initiatives to strengthen workplace culture.
- Facilitating training and awareness sessions on ER processes and policies.
- Assisting with HR reporting and providing input into workforce trends.
- Contributing to investigations, audits, and organizational reviews.
- Supporting the broader HR team with ad hoc strategic projects.

Applications accompanied by a detailed CV. and proof of qualifications may be forwarded to the **HR Executive** on or before closing date at careers@usm.co.za

CLOSING DATE FOR APPLICATIONS: 30 APRIL 2026

This appointment will be made in accordance with the USM's EE Plan. Should you not receive any response within one month of this closing date, please consider your application unsuccessful. Umfolozi Sugar Mill (Pty) Ltd reserves the right not to make an appointment to the position as advertised.



Umfolozi Sugar Mill (Pty) Ltd

UMFOLOZI SUGAR MILL