



**THABAZIMBI MUNICIPALITY
PRIVATE BAG X530
THABAZIMBI
0380
Tel.: 014 777 1525 / Fax: 014 777 1531**

Applications are invited from suitable qualified experienced persons for appointment in the under mentioned post. **No applications will be accepted without certified copies of qualifications as set out below.**

LABOUR RELATIONS OFFICER **(CORPORATE SERVICES DEPARTMENT)**

- SALARY** : Post Level 5 (R209 371.68) per annum
- QUALIFICATIONS** : Grade 12
Three (03) Year tertiary level qualification in Public Relations
Qualifications in Human Resource Management
Industrial/Labour Relations and Local Government Legislations and principles will be an added advantage as will excellent interpersonal skills
- EXPERIENCE** : Computer Literacy in MS word, Excel & Outlook
Knowledge of Local Government challenges
problem solving & conflict resolution skills
Flair of working in a unionized working environment
Ability to work independently and creatively
Sound understanding of change and diversity management
Ability to formulate HR and LR Policies and procedures
Ability to write sensible & concise report
Good verbal & written communication skills
- KEY PERFORMANCE AREAS:** Assist the Corporate Support department during negotiation processes by drafting and reviewing

contract language, analyzing the impact of union proposals

Recording the minutes of all bargaining issues

Research the issues, seek resolutions for union concerns and represent and protect management rights as necessary

Manage grievances submitted under the labour agreements or ensure formation and act as Chair of the Grievance Committee

Assist legal counsel in preparation for the various hearings including case information and assessment, reviewing and evaluating and evaluating arbitrators and providing administrative support

Provides guidance to management in terms of assistance in dealing with employee misconduct and attendance issues by explaining the disciplinary systems, contractual policies or benefits and grievance procedures

Conduct investigations concerning allegations of discrimination or sexual harassment or other illegal or inappropriate conduct

Plan & develop labour related policies, procedures, functions, systems and channel them through the Manager Human Resource for implementation and direction to processes needed to capture, track, evaluate and report data

Ensure effective flow of information process throughout the municipality so that there are limited cases of misconduct and grievances in the workplace

Set performance standards and improvement objectives in relation to all labour related issues

Provide feedback on all cases of disciplinary hearings, grievances submitted and CCMA cases

BENEFITS : Pension Fund, Medical Aid, Housing subsidy & Travelling Allowance

CLOSING DATE: 30 January 2015

If you are interested and you are in possession of the necessary qualifications and experience, please address your CV and authenticated copies of your qualifications **OR** an application form duly completed together with authenticated copies of your qualifications to:

Notice no. 01/2015

Municipal Manager
Private Bag X530
THABAZIMBI
0380

Application forms are available at the personnel office of the Thabazimbi Municipality, Corporate Services Department or telephone number 014 777 1902.

NB. Canvassing with councilors and officials is not permitted and proof thereof will result in disqualification.

Thabazimbi Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.

If you are not invited for an interview within 30 (thirty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into.

APPLICATIONS BY FAX OR E-MAIL WILL NOT BE ACCEPTED.