



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

Thabazimbi Local Municipality is an equal opportunity employer subscribing to the Employment Equity Act and hereby invites applications from suitable qualified experienced persons for appointment in the under mentioned post. Women and disabled persons are encouraged to apply.

LABOUR RELATIONS OFFICER

(CORPORATE SERVICES DEPARTMENT)

SALARY PACKAGE: Post Level 3 (R321 690.03) per annum. Additional benefits attached to the position are as follows: (i) Travelling allowance that is calculated according to the vehicle that you use for business purposes; (ii) R439.00 per month towards Cellphone use; (iii) Medical aid cover is subsidized by 60% of the total contribution for family members; (IV) Pension fund contribution by Municipality is 18% of basic salary; (V) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

QUALIFICATIONS: Three (03) Year tertiary level qualification in Labour Relations or Labour Law. Qualifications in Human Resource Management. Industrial/Labour Relations and Local Government. Legislations and principles will be an added advantage as will excellent interpersonal skills. 3 years practical experience in the relevant environment.

STRONG RECOMMENDATIONS: Practice of Labour Law/Relations at municipal Level, training in Bargaining Council

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

CLOSING DATE: 02 MARCH 2018

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 NUMBER: 69/2018

**Municipal Manager
Private Bag X530
THABAZIMBI
0380**

Application forms are available at the personnel office of the Thabazimbi Local Municipality - Municipal Offices, 7 Rietbok Street, Thabazimbi, 0380 or telephone number 014 – 777 1525 or 014 777 1902.

- **Applications by fax or e-mail will not be accepted.**
- **No applications will be accepted without certified copies of qualifications.**
- **Canvassing with Councilors or Officials is not permitted and proof thereof will result in immediate disqualification.**

If you are not invited for an interview within 15 (fifteen) working days after the closing date, consider your application as unsuccessful. No further correspondence will be entered into.