



## THABAZIMBI LOCAL MUNICIPALITY

Private Bag X530

THABAZIMBI

0380

Tel.: 014 777 1525 / Fax: 014 777 1531

Website: [www.thabazimbi.gov.za](http://www.thabazimbi.gov.za)

Applications are invited from suitable qualified experienced persons for appointment in the under mentioned post.

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

Duration: Permanent

**SALARY PACKAGE: Post Level 3 (R 422 878, 68) per annum.** Additional benefits attached to the position are as follows: (i) (i) Fixed Travelling Allowance of R14 095-96 per month, subject to the employee presenting a vehicle to be used for business purposes; (ii) R500.00 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.

**MINIMUM REQUIREMENTS:** National Diploma / B.Degree in Labour Relations/ Labour Law or equivalent. A Valid Driver's License.

**EXPERIENCE:** 4 years relevant working experience dealing with labour-related matters. Employee relations and dispute resolution experience (CCMA).

**KEY PERFORMANCE AREAS:** Conduct disciplinary and grievance investigations. Serve as investigating officer/ prosecutor during disciplinary hearings. Execute all administrative duties pertaining to disciplinary matters. Process disciplinary appeals. Render advice and support to supervisors and management within the allocated Departments on disciplinary matters.. Providing training of supervisors and management within the allocated Departments in respect of labour relations policies and procedures. Compile periodical reports. Secretariat to the local Labour Forum.

**CLOSING DATE: 06 OCTOBER 2023**

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:

**Municipal Manager**  
**Private Bag X530**  
**THABAZIMBI**  
**0380**

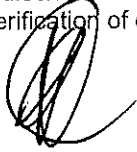
**NOTICE NUMBER: 52/2023**

Application forms are available on the municipal website and at the personnel office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number **014 772 2295**.

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

Thabazimbi Local 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 thirty (30) working days from the closing date, you must accept that your application was unsuccessful. Successful candidate will sign a performance agreement and disclosure of interest. No further correspondence will be entered into. Candidates will be subjected to verification of credentials. Municipality reserves the right to fill the post.



**LG TLOUBATLA  
MUNICIPAL MANAGER  
THABAZIMBI LOCAL MUNICIPALITY**