



THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

**LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI**

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750

☎ (053) 2030005/8

Fax (053) 2030490

www.thembelihlemunicipality.gov.za

VACANCY: INDUSTRIAL RELATIONS OFFICER (CORPORATE SERVICES)

THEMBELIHLE LOCAL MUNICIPALITY (NC 076)

Thembelihle Local Municipality (NC 076) is an equal opportunity, affirmative action employer and also encourages applications from disabled persons. Females are specifically encouraged to apply.

DEPARTMENT : CORPORATE SERVICES

VACANCY : INDUSTRIAL RELATIONS OFFICER

ESSENTIAL NON-NEGOTIABLE REQUIREMENTS

- ✓ A legal qualification specialising in Labour Law/Industrial Relations or any other equivalent and relevant qualification.
- ✓ Minimum of 5 years' hands-on Labour Relations experience preferably in Local Government.
- ✓ Proven track record in a leading role representing your employer at CCMA, Bargaining Council or Labour Court.
- ✓ Understanding and knowledge of Employment Equity legislation and policies.

OTHER PREFERRED REQUIREMENTS

- ✓ Basic Project Management Skills
- ✓ Contract Administration Knowledge
- ✓ Administrative Skills
- ✓ Communication Skills – both written and verbal
- ✓ Afrikaans and English Language Proficiency
- ✓ Report Writing Skills
- ✓ Interpersonal Skills
- ✓ Ability to interact at various levels
- ✓ Financial Acumen – Basic
- ✓ Assertiveness
- ✓ Analytical ability and integrity;
- ✓ Accuracy working with data;
- ✓ Ability to meet deadlines and working under pressure;
- ✓ Willingness to work long hours at times;
- ✓ Computer literacy (Microsoft windows XP, Spread sheet and Internet, etcetera)

DUTIES AND RESPONSIBILITIES

This is a fantastic opportunity for an experienced and qualified Industrial Relations Officer to:

- ✓ assist with the overall effectiveness of the Disciplinary and Grievance procedures;
- ✓ provide advice and training of line managers;
- ✓ capture data and report thereon;
- ✓ represent the Municipality on Labour Matters (Disputes and Grievances);
- ✓ assess and mitigate the risks on all disciplinary, grievance and labour dispute matters;
- ✓ take responsibility for tactical and legal advice to management on labour matters;
- ✓ ensure healthy working relationships and engagement with the relevant Trade Unions;
- ✓ coordinate all transformation initiatives as articulated in the municipality;
- ✓ take responsibility for the development and implementation of the Employment Equity Plan and reporting thereon; and
- ✓ take responsibility for developing and implementing interventions aimed at addressing Health and Wellness concerns.
- ✓ Any reasonable task that may be assigned by the Manager: Corporate Services.

REMUNERATION: LEVEL 12 OF A GRADE 1 MUNICIPALITY (Basic monthly salary excluding benefits between R17 642.67 – R22 901.13)

Please note that NO applications by E-mail or Fax will be accepted.

Applicants should note that if they are not notified of the outcome of their applications within 30 days of the closing date for submission of applications, they may conclude that their applications were not successful.

The municipality reserves the right not to make any appointment following the placement of this advertisement.

Applications containing a letter of application, curriculum vitae and certified copies of all qualifications as well as identification document marked “INDUSTRIAL RELATIONS OFFICER” shall be sent to:

The Municipal Manager
Thembelihle Local Municipality
Private Bag X3
Hopetown
8750

or handed in at

Municipal Offices
Church Street
Hopetown
8750

Any enquiries relating to this advertisement may be directed to the Manager Corporate Services, Mr. Yahya Goibaiyer, at the Municipal Offices, Church Street, Hopetown, who can also be contacted on 053 203 0005/8 during office hours commencing from 07H30 – 16H30, with a lunch interval between 13H00 – 14H00, Monday to Friday.

Selection will be made in terms of the Recruitment, Selection and Appointment Policy of Thembelihle Local Municipality.

CLOSING DATE: 27 SEPTEMBER 2013 AT 16H00

MOGALE M

MUNICIPAL MANAGER