



BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT
NOTICE NR: 89/2024

DEPARTMENT: CORPORATE SERVICES

REF NR: 89/2024 - WC0530032 – KORP 16

HUMAN RESOURCES OFFICER: LABOUR RELATIONS

Job Purpose:

To coordinate and apply specific procedures associated with maintaining a sound labour relations function and occupational health, safety services to ensure compliance with relevant labour legislation, collective agreements and council policy, reporting to specific Committees on the status of development, capacitating Management Representatives on the application and interpretation of policies and agreements and attending to administrative requirements with respect to the preparation, circulation and maintenance of reports, correspondences and notifications.

Requirements:

A relevant 3 year tertiary qualification in Human Resource Management or related field - BAdmin/National Diploma (NQF L7/ L6): Industrial Relations or equivalent qualification, major in public administration/ municipal administration/ Law Degree specializing in Labour Law.

Experience: plus 2 to 5 years' relevant experience

Skills Required:

**Knowledge of legal & administrative services and processes **Code B Driver's license **Computer literacy (Office Applications) **Proficiency in at least 2 of the official languages of the W. Cape **Good management, human relations, interpersonal and communication skills **Change Management **Project Management, Planning & Organisation **Knowledge Management **Service delivery innovation **Problem Solving **High level of responsibility **Ability to work under pressure **Ability to deal with conflict situations

Responsibilities / Duties:

Disciplinary and Grievance Procedures - Develop and implement disciplinary and grievance procedures
**ADMINISTRATIVE SUPPORT - Perform administrative and support duties regarding disciplinary processes
** CASE MANAGEMENT - Co-ordinates and controls procedures and research sequences associated with Disciplinary and Grievance cases and enquiries ** ADVICE & ASSISTANCE - Provide advice and assistance to management regarding employee relations issues ** PRESENTATION - Prepares and represents the Municipality in cases referred for Conciliation/ Arbitration ** HR LEGISLATION, POLICIES - Ensure alignment with Human Resource Legislation, Policies, Collective Agreements etc., ** Represent the municipality at CCMA & Bargaining Council for conciliation & arbitration **Serving in the SALGA arbitration panel **Provide practical training and guidance to all personnel on procedures and applications associated with specific Industrial Relations processes and perform specific administrative tasks/ responsibility associated with the functionality
** Establish and form the secretariat of the local labour forum ** Implement and administer conditions of employment and agreement of the bargaining council ** Performs specific administrative tasks/ responsibility associated with the functionality ** Collate and prepare qualitative and quantitative information for inclusion into specific statistical reports ** Facilitate the implementation and monitoring of an Employment Equity Plan in terms of the applicable legislation **Formal and Informal Reporting ** Perform other related duties as instructed by supervisor.

Other Competency Requirements as Stipulated in Annexure A of the Government Gazette No 45181 Dated 20 September 2021 pages 360 to 379 Level 2.

Please visit https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf for municipal staff regulations

Salary: T12: R28 991.00 pm

R347 891.97 to R451 583.05 per annum
With Car - and Cellphone Allowance

Plus Benefits

Please Note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Completed applications, accompanied by certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Applicants must apply for the vacancy on the official BWM 5 Application for Vacancy form and if not your application will result in disqualification.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Beaufort West Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website www.beaufortwestmun.co.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

CLOSING DATE: FRIDAY 07 JUNE 2024 at 12:00

Job Related Enquiries: Mr. Amos C. Makendlana – 023-4148100/ 8181

General HR Enquiries: Adriaan Duimpies – 023-4147549 / Imelda Dourie – 023-4148190
Angilo Jacobs – 023-4147550

Complete Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at –

The Office of the Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970

Or email to

erecruit@beaufortwestmun.co.za

DE WELGEMOED
MUNICIPAL MANAGER

17 May 2024