



# BEAUFORT WEST MUNICIPALITY

EXTERNAL  
NOTICE NR: 48/2021

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference

## DIRECTORATE: CORPORATE SERVICES SECTION: HUMAN RESOURCE MANAGEMENT – INDUSTRIAL RELATIONS

**KORP 16: WC0530032 - INDUSTRIAL RELATIONS OFFICER**  
**SALARY: T12 – T12: R314 650.00 – R408 435.00 PER ANNUM**

### 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.

### QUALIFICATIONS/REQUIREMENTS/EXPERIENCE:

National Diploma: Industrial Relations/ Certificate: Industrial Relations or equivalent qualification/ municipal administration/ labour relations plus 4 years' relevant experience

### Other requirements/skills:

\*\*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

### KEY 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

### BENEFITS

Attractive benefits are offered such as Bonus equal to one month's salary \* Pension-Provident/Retirement and Medical Aid Fund \* Housing Subsidy \* Ample leave \* Sick leave.

### **CLOSING DATE: TUESDAY 20 APRIL 2021 AT 16:15**

NB: Should you not be contacted by us within 3 months, please assume that your application has not been successful. Certified copies of documentation of qualifications/valid drivers' licenses must be attached as proof to be considered. 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. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment.

### **NO APPLICATIONS VIA FAX OR E-MAIL WILL BE ACCEPTED.**

Full particulars and prescribed application forms can be obtained from **mrs L Barnard/mr AT Jacobs/mr. Adriaan Duimpies/ms. Imelda F Dourie** at telephone 023-4148165/8190. Completed applications should be sent to or handed in at –  
**THE MUNICIPAL MANAGER, PRIVATE BAG 582, 112 DONKIN STREET, BEAUFORT-WEST, 6970**

Municipal Office  
112 Donkin Street  
**BEAUFORT WEST**  
6970

MJ PENXA  
**ACTING MUNICIPAL MANAGER**

2021/04/01