



**NOTICE NR: 119/2023**  
**REF NR: Korp 16/WC0530032 -**  
**HUMAN RESOURCES OFFICER: LABOUR RELATIONS**  
**DEPARTMENT: CORPORATE SERVICES**

**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 - B-Admin/National Diploma (NQF L7/ L6):** Industrial Relations or equivalent qualification, major in public administration/ municipal administration.

**SKILLS REQUIRED AND EXPERIENCE:**

\*\*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 \*\*plus 2 to 5 years' relevant experience.

**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.

**SALARY: T12: R28 991.00 PM**  
**Plus Benefits**

**R347 891.97 TO R451 583.05 PER ANNUM**

**With Essential User and Cell Phone Allowance**

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**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. Originally completed applications on the prescribed application forms of the municipality, accompanied by originally-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. Receipt of applications will not be acknowledged and no supporting documentation will be returned. No copies of certified copies will be accepted. 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.

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](http://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 11 August 2023 at 16:00**

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**Job Related Enquiries:** Mr. AC Makendlana – 023-4148100/ 8181

**General HR Enquiries:** Adriaan Duimpies – 023-4147549

Imelda Dourie – 023-4148190

Angilo Jacobs – 023-4147550

**Applications, clearly marked, accompanied by a comprehensive CV, details of contactable referees and certified qualifications & identity document for the abovementioned vacancy must be sent to/handed in at:**

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

**Or email application to [erecruit@beaufortwestmun.co.za](mailto:erecruit@beaufortwestmun.co.za)**

DE Welgemoed  
ACTING MUNICIPAL MANAGER

**Notice Period 21.07.2023 – 11.08.2023**