



Munisipaliteit Beaufort-Wes

Kennisgewing Nr. 66/2011

Beaufort-Wes is die hoofdorp van die **Groot Karoo** en 'n oase vir reisigers onderweg op die N1 tussen die Wes-Kaap en die **Vrystaat** en **Gauteng**, en op die N12 tussen die Suid- en **Noord-Kaap**. Dit is 'n belangrike administratiewe, opvoedkundige, landbou-, handel- en vervoersentrum. As tipiese groot plattelandse dorp bied dit 'n gemaklike leefstyl weg van die stadsgewoel.

Goeie Kennis van Dissiplinêre Verhore?

Die Munisipaliteit van Beaufort-Wes in samewerking met die Sentraal Karoo Distriksmunisipaliteit bied nou 'n geleentheid aan 'n persoon met 'n arbeidsverhouding- of regsagtergrond om op 'n een jaar kontrakbasis aangestel te word om op te tree as **Voorsittende Beampte** by dissiplinêre verhore.

Vereistes:

- Toepaslike B-graad of Nasionale Diploma;
- Ervaring in die hantering van dissiplinêre verhore;
- Kennis van Arbeids- en toepaslike wetgewing;
- Kennis van die Wet op Beroepsgesondheid en –veiligheid sal 'n sterk aanbeveling wees;
- Effektiewe mondelinge en skriftelike kommunikasie vaardighede;
- Kritiese en analitiese denkvermoë;
- Objektiewe oordeelsvermoë, ondersoekende en deursettingsvermoë om onafhanklik uitsprake bekend te maak ongeag die situasie of persoon.

Posfunksies:

Die posbekleër sal verantwoordelik wees om as Voorsittende Beampte op te tree by dissiplinêre verhore (insluitende verhore van swak prestasie a.g.v. ongeskiktheid) van personeel van die twee munisipaliteite en alle aspekte wat daarmee verband hou. Hierbenewens sal die posbekleër:

- Toesien dat die twee munisipaliteite se grieweprosedure doeltreffend funksioneer;
- Verseker dat die hoofde van departemente, bestuurders/toesighouers en die algemene personeel goed onderleg is rakende dissiplinêre- en grieweprosedures en verwante ooreenkomste tussen die werkgewer en werknemers.
- Aangeleenthede rakende die Kommissie vir Versoening, Bemiddeling en Arbitrasie (KVBA) hanteer.
- Verantwoordelik wees vir Arbeidsverhoudinge aangeleenthede soos van tyd tot tyd aan hom/haar opgedra.
- Verantwoordelik wees vir die twee munisipaliteite se Beroepsgesondheid en Veiligheidsfunksie.

Salaris: R144,000.00 per jaar (1 jaar kontrak)

Byvoordele :

Aantreklike byvoordele soos : Verlofbonus gelykstaande aan een maand se salaris. Pensioen- en mediese hulpfonds, Groeplewensversekering. Ruim vakansie – en siekteverlof

Die aanstelling sal gepaard gaan met 'n aanvanklike proeftydperk van 3 [drie] maande waarna bekragtiging van die 1 jaar kontrak heroorweeg sal word.

Verdere besonderhede kan verkry word van **me. NP . Menziwa** by **Tel : 023 – 414 8020**. Stuur asseblief 'n CV en dekkingsbrief met die besonderhede van minstens drie referente voor :

Sluitingsdatum: Vrydag 15 Julie 2011 om 12:00 aan die volgende adres :

Die Munisipale Bestuurder, Beaufort-wes Munisipaliteit, Privaatsak 582, Beaufort-Wes 6970



Beaufort West Municipality

Notice **No. 66/2011**

Beaufort West, the largest town in the Great Karoo region, is an oasis for travellers on the N1 between the Western Cape and the Free State and Gauteng, and on the N12 between the Southern and Northern Cape. It is an important administrative, educational, agricultural, commercial and transport centre. A typical rural town, it offers a comfortable lifestyle away from city crowds.

Good Knowledge of Disciplinary Hearings?

The Municipality of Beaufort West, in association with the Central Karoo District Municipality, now offers an opportunity to a person with a labour relations or legal background to be appointed on a one year contract basis to act as **Presiding Officer** at disciplinary hearings.

Requirements:

- Relevant B degree or National Diploma;
- Experience of conducting disciplinary hearings;
- Knowledge of labour and other relevant legislation;
- Knowledge of the Occupational Health and Safety Act will be a strong recommendation;
- Effective oral and written communication skills;
- Critical and analytical thinking ability;
- Objective judgement, sound investigative ability, and the ability to deliver independent, unprejudiced verdicts.

Job Functions:

The incumbent will act as presiding officer at disciplinary hearings (incapacity hearings) of employees of the two municipalities and all related aspects. The incumbent will also:

- Ensure the effective functioning of the grievance procedures of the two municipalities;
- Ensure that Heads of Department, Managers/Supervisors and general staff are updated regarding disciplinary and grievance procedures and related agreements between the employers and employees;
- Handle issues related to the Commission for Conciliation, Mediation and Arbitration (CCMA);
- Take responsibility for labour relations issues as assigned to him/her from time to time;
- Take responsibility for the Occupational Health and Safety function of the two municipalities.

Salary: R144,000.00 per annum (1 year contract)

Fringe benefits:

Attractive fringe benefits include: Leave bonus equal to one month's salary, pension and medical aid fund, group life insurance, ample leave and sick leave.

The appointment will be subject to an initial 3 (three) month probation period after which the 1 year contract will be reviewed.

Enquiries can be directed to **ms NP Menziwa at 023 414 8020**. Please submit a CV and cover letter with details of at least three work related references before:

Closing date: **Friday 15 July 2011 at 12:00** to the following address:

The Municipal Manager, Beaufort West Municipality, Private Bag 582, Beaufort West 6970