



**BEAUFORT WEST
MUNICIPALITY
STAFF VACANCY**

**NOTICE NR
170/2019**

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

DEPARTMENT: CORPORATE SERVICES

**INDUSTRIAL RELATIONS OFFICER - MUN 11
SECTION: MUNICIPAL OFFICES
SALARY: T12 (1) : R24 678.42 PER MONTH
R296 141.00 – R384 409.00 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.

ESSENTIAL REQUIREMENTS OF THE POST

- An appropriate Tertiary level qualification in HR Management (labour Relations/ B Degree or National Diploma or equivalent NQF Level 7
- Knowledge of Basic Conditions of Employment Act, Labour Law, Skills Act, Equity Act, Compensation for Occupational Injuries and Diseases Act, 1993.
- Code B Driver's License - Computer literacy (Office applications) - Communications skills
- Interpersonal skills - Ability to handle conflict - Ability to act diplomatically - Good administration skills
- Good writing skills – Confidentiality
- The reporting and control requirements associated with this post requires in depth understanding of the application of the Employment Law and various policies and procedures regulating employment conditions, workplace conflict and resolution. **3 years experience dealing with Labour Relations Matters/ and Unionized environment in Local Government Sector**

DUTIES OF THE POST

1. Coordinating disciplinary , grievance and incapacity processes
2. Initiate and chair of disciplinary and incapacity enquiries
3. Representing the Municipality in disputes and the SALGBC
4. Perform all administrative tasks relating to the Local Labour Forum and its sub committees
5. Advise management and staff on grievance and disciplinary processes
6. Ensure that the Municipality complies with Labour Legislation
7. Liaise with management ,employees and unions to keep them informed regarding Labour Relations matters
8. Attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality
9. Keep abreast of developments, legislative changes and emerging trends in the profession
10. Informal & Formal Reporting to Supervisor, HOD's, Senior Management, MM and Council **Interacts by means of formal and informal meetings with employees, Management, trade unions, Councillors, Council Committees, other municipalities, official of state departments to advise, convey information, negotiate & consult**
11. Perform other related duties as instructed by supervisor

Benefits:

*Pension-Provident/Retirement and Medical Aid Fund, Housing Subsidy, Leave Bonus equal to one month's salary * Ample leave & Sick leave.*

CLOSING DATE: MONDAY 6 JANUARY 2020 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/ms. IF Dourie at telephone 023-4148165/8190. Completed applications should be sent to or handed in at –**

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

Municipal Office
112 Donkin Street
Beaufort West
6970

KJ HAARHOFF
MUNICIPAL MANAGER

2019-12-11