

**NEWCASTLE MUNICIPALITY**

**VACANCIES**

**RE-ADVERTISMENT**

The following vacancy exist in the department as mentioned hereunder :-

**DEPARTMENT : MUNICIPAL MANAGER**

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| Position | **LABOUR RELATIONS OFFICER : POST ID : CORP118C** |
| Remuneration | R375 294,48 per annum (Task Grade 12) |
| Qualifications | Matric (Grade 12) plus National Diploma in Human Resources/ Industrial Relations/ Labour Law. Computer Literacy – MS Office |
| Experience | * 3 Years’ relevant experience in a similar environment. |
| Responsibilities | * Co-ordinates the implementation of procedures and research sequences associated with disciplinary and grievance cases and enquiries * Undertaking activities to support the Senior Labour Relations Officer in ensuring that industrial relations practices are consistently applied and communicated across the municipality * Establishing and maintain appropriate usage and recording of all documentation related to industrial relations policies and procedures * Taking minutes at meetings convened or chaired by Senior Labour Relations Officer on labour relations issues * Ensuring that the minutes, data for reporting and industrial relations documentation is kept up to date and filed appropriate * Arranging venues for all disciplinary and grievances hearings * Attending disciplinary, grievance and appeal hearings as human resources representative and interpreter as requested by Senior Labour Relations Officer * Facilitating the successful resolution of employee complaints and grievances * Attending to grievances loge by employees as requested by labour relations officer * Holding regular discussions with the personnel officer (labour relations) * Providing statistical reports on disciplinary, grievance, disputes and appeal cases to the labour relations officer * Facilitating / co-ordinating the information sessions regarding conditions of service of municipality employees * Provides guidance to staff on procedures and applications associated with specific industrial relations processes * Explaining procedures and applications associated with enquiries and hearings and/or identifying skills gaps with respect to specific competencies to be prioritized and addressed * Outlining roles and responsibilities associated with specific union and shop-floor activities * Participating in committees and working groups and providing advice/guidance on the interpretation of policies and procedures impacting/influencing conditions of employment * Performs specific administrative tasks/responsibility associated with the functionality * Preparing reports on disciplinary/grievance cases referred and attended to, outlining outcomes/awards for submission to the Director : Human Resources and specific committees for perusal and comment * Corresponding with the trade unions on specific issues or requests * Maintaining case files containing all documents, correspondence and outcome/award determination and/or accessing/retrieving information upon request |
| Where advertised | * Internal / Newcastle Municipal Website |

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**CV’s can be forwarded to the Directorate : Human Resources, and be placed in the box with Security in the Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Acting Municipal Manager, Mr V Govender at 034 – 328 7750.**

* Canvassing for appointment will automatically disqualify an applicant.
* If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
* The Directorate: Human Resources will not accept responsibility for information not mentioned in applications.
* **NO** late applications will be accepted.
* **NO** e-mails or faxes will be accepted.
* The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
* All applicants may be required to undergo a proficiency test.
* **NO** applications shall be considered without certified copies of the original documents of qualifications.
* The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representatively through the process of affirmative action.
* It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers

and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.

* Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to

disclose all financial interest and will be subjected to competency assessment.

* Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
* Applicants should be a South African citizen or permanent resident.
* **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

**CLOSING DATE: 30 JULY 2021**