



**NEWCASTLE MUNICIPALITY  
VACANCIES  
CS20/2023**

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

**DEPARTMENT : CORPORATE SERVICES : MANAGER : EMPLOYEE RELATIONS**

Position	<b>MANAGER : EMPLOYEE RELATIONS : POST ID : CORP118A</b>
Basic Salary	R670 484,87 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• National Diploma in Human Resources / Public Administration / Industrial Relations or any relevant NQF Level 6 qualification</li> <li>• Computer Literacy : MS Office</li> <li>• Valid Driver's License</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 5 Years' relevant experience</li> </ul>
Responsibilities	<p><b>SUPERVISION AND CO-ORDINATION OF FUNCTIONS</b></p> <p>Supervision of subordinates and co-ordination of functions related to Labour Relations, Employee Wellness and Occupational Health and Safety:</p> <ul style="list-style-type: none"> <li>• Monitoring and maintaining performance levels of subordinates in the section in order to ensure the delivery of service is in accordance with laid down policies and performance indicators</li> <li>• Career path development for subordinates by determining long term goals and provision of training according to the needs identified in order to ensure optimal productivity</li> <li>• Allocate work to subordinates to ensure service delivery</li> <li>• Handle serious and complex matters that fall outside the capacity of subordinates by investigating and resolving matters to maintain continuous workflow and productivity</li> <li>• Handle and maintain discipline of subordinates</li> <li>• Capacitate sub-ordinates by advising and assisting them in handling of difficult and serious matters</li> <li>• Controlling of incoming and outgoing correspondence</li> <li>• Monitor the day-to-day performance of subordinates to maintain productivity and optimal service delivery</li> <li>• Serve as liaison between the municipality and the SALGBC</li> <li>• Assign disputes (conciliation &amp; arbitration matters) to relevant persons to represent the municipality from time to time</li> </ul> <p>In order to ensure policies and procedures contribute towards organizational efficiency, effectiveness and supports the accomplishment of service delivery objectives.</p> <p><b>POLICIES AND REPORT WRITING</b></p> <p><b>Performs tasks/activities associated with the administrative and reporting requirements of the functionality, by :</b></p> <ul style="list-style-type: none"> <li>• Facilitate the process of formulating and amending policies for approval by the Newcastle Municipal Council through research and compiling items</li> <li>• Prepare comprehensive reports, including presenting recommendations for approval to the Newcastle Municipality's Council in respect to any matters related to labour relations, employee wellness and occupational health and safety</li> </ul>

<ul style="list-style-type: none"> <li>• Be up-to-date on any amendments/ changes in the applicable labour legislation by studying relevant government gazettes, periodicals and case law in order to be able to give relevant and applicable advice to departments</li> <li>• Attend LLF and HRPSC meetings in the advisory capacity to ensure that informed and lawful decisions are taken</li> </ul> <p>In order to ensure reports, correspondence and documentation and/or information is recorded, processed and maintained in accordance with laid down administration procedures.</p> <p><b>PLANNING</b></p> <ul style="list-style-type: none"> <li>• Manpower planning by analyzing statistics and predicting future needs by compiling organogram for section in order to ensure continuous service delivery</li> <li>• Planning of future functions of section by investigating shortfalls and setting of goals to ensure shortfalls are addresses within limits of resources</li> <li>• Put in place measures to manage industrial actions in the Newcastle Municipality</li> <li>• Devise strategy to manage grievances and disputes</li> </ul> <p>In order to ensure the division is positioned to conceptualize, initiate, plan, implement and support appropriate initiatives aimed at labour relations.</p> <p><b>ADVICE &amp; GUIDANCE</b></p> <p><b>Co-ordinates and control tasks/activities associated with advising and providing guidance to subordinates, departments and stakeholders, by :</b></p> <ul style="list-style-type: none"> <li>• Advising and giving guidance on the grievance and disciplinary procedures</li> <li>• advising and giving guidance on labour legislations to ensure correct implementation of policies and applicable legislations by those entrusted with authority</li> </ul> <p>In order to ensure that activities of the section are communicated to all stakeholders timeously, and also to ensure that the municipality is kept up to date with statutory requirements associated with the execution of restructuring or rationalization activities.</p>
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**Detailed CV's can be placed in the box with the Security : Rates Hall, Tower Block, 1<sup>st</sup> Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Strategic Executive Director : Corporate Services, Dr Dumisani (PD) Thabethe at 034 – 328 7696.**

- 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.

- The attached application form for employment must be completed in full, accurately, and legibly.
- All information relevant to a candidate must be provided on this form.
- Any additional information may be provided on the cv.

**NB : AFRICAN FEMALES ARE ENCOURAGED TO APPLY**

**CLOSING DATE : 2 JUNE 2023**



## NEWCASTLE MUNICIPALITY

### APPLICATION FOR EMPLOYMENT

<p><b>WHAT IS THE PURPOSE OF THIS FORM</b></p> <p>To assist the district municipality in selecting a person for an advertised post.</p> <p>This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.</p> <p><b>WHO SHOULD COMPLETE THIS FORM</b></p> <p>Only persons wishing to apply for an advertised position at Newcastle Municipality.</p> <p><b>ADDITIONAL INFORMATION</b></p> <p>This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.</p> <p><b>SPECIAL NOTES</b></p> <ol style="list-style-type: none"> <li>All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.</li> <li>Passport number in the case of non-South Africans.</li> <li>This information is required to enable the department to comply with the Employment Equity Act, 1998.</li> <li>This information will only be taken into account if it directly relates to the requirements of the position.</li> <li>Applicants with substantial qualifications or work</li> </ol>	<b>A. THE ADVERTISED POST</b>				
	Position for which you are applying (as advertised)			Newspaper where the position was advertised	
	Reference number (if stated in the advert)			If you are offered the position, when can you start OR how much notice must you serve with your current employer?	
	<b>B. PERSONAL INFORMATION</b>				
	Surname				
	First Names				
	Date of Birth				
	ID number				
	Race	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>
	Gender			<i>FEMALE</i>	<i>MALE</i>
Do you have a disability?			<i>YES</i>	<i>NO</i>	
Are you a South African Citizen?			<i>YES</i>	<i>NO</i>	
If no, what is your Nationality					
And do you have a valid work Permit?			<i>YES</i>	<i>NO</i>	
Have you ever been convicted of a criminal offence or been dismissed from employment?			<i>YES</i>	<i>NO</i>	
Do you have a driver's license?			<i>YES</i>	<i>NO</i>	
Are you computer literate?			<i>YES</i>	<i>NO</i>	
Are you disabled?			<i>YES</i>	<i>NO</i>	
If YES elaborate					
Do you hold a professional membership with any professional body? If yes, provide information below			<i>YES</i>	<i>NO</i>	
Name of professional body		Membership number	Expiry date		
<b>C. HOW DO WE CONTACT YOU</b>					
Preferred language for correspondence?					
Telephone number during office hours					
Physical Address					

6. Correspondence contact details (in terms of above)	experience must attach a CV.			
	Preferred method for correspondence	Post	E-mail	Fax
	Correspondence contact details (in terms of the above)			

D. LANGUAGE PROFICIENCY – state 'good', 'fair' or 'poor'						
	Languages (specified)					
Speak						
Read						
Write						

E. QUALIFICATIONS (please ignore if you have attached a CV with these details)		
Name of School / Technical College	Highest qualification obtained	Year Obtained
<i>Tertiary education (complete for each qualification you obtained)</i>		
Name of Institution	Name of Qualification	Year Obtained
Current study (institution and qualification)		

F. WORK EXPERIENCE (please ignore if you have attached a CV with these details)							
From - to Employer (including current employer)	Post held	FROM		TO		Reason for Leaving	
		MM	YY	MM	YY		
If you were previously employed in the Public Service, indicate whether any condition exists that prevents your re-employment						YES	NO
If yes, provide the name of the previous employing department							

**G. REFERENCES (please ignore if you have attached a CV with these details)**

Name	Relationship to you	Tel. No. (office hours)

**DECLARATION**

*I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.*

**SIGNATURE:**

**DATE:**