



**NEWCASTLE MUNICIPALITY  
VACANCIES  
CS42/2024**

The following vacancies exists in the department as mentioned hereunder:-

**DEPARTMENT: CORPORATE SERVICES**

Position	<b>Senior Labour Relations Officer: CORP3180</b>
Remuneration	R 458 749,97 per annum (Task Grade 13).
Qualifications	<ul style="list-style-type: none"> <li>• Grade 12.</li> <li>• National Diploma in Labour Law / Industrial relations / Human Resources Management or Equivalent Qualification.</li> <li>• Computer Literacy: MS Office.</li> <li>• Valid Driver's License.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 4 Years relevant experience</li> <li>• Traceable experience in handling Conciliations and Arbitrations.</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Analysing and keeping abreast of applicable legislation and Trade Union development.</li> <li>• Representing the Council at the Bargaining Council and at CCMA.</li> <li>• Advising Senior Management regarding all aspects of Labour Relations Act and other legislation and mechanisms relating to the relationship between the employer and employees.</li> <li>• Ensuring that all disciplinary procedures are maintained and adhered to.</li> <li>• Ensure that Labour Relations Policy and procedures are up to date.</li> <li>• Implementing new work procedures and updating control measures to improve productivity.</li> <li>• Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources.</li> <li>• Assessing training and developmental needs and include motivations into management reports and approval.</li> <li>• Preparing reports on disciplinary/grievance cases referred and attended to, outlining outcomes/awards for submission to the Manager: Employee relations and the specific committees for perusal and comments.</li> <li>• Communicate with the trade unions on specific issues or requests.</li> <li>• Maintaining case files containing all documents, correspondence and outcome/award determination and/or accessing/retrieving information upon request.</li> </ul>
Where advertised	<ul style="list-style-type: none"> <li>• Internal / Newcastle website</li> </ul>

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 Manager: Labour Relations Officer: Mr. LK Ndebele: 034-328 7992



**DEPARTMENT: CORPORATE SERVICES**

Position	<b>Labour Relations Officer: CORP3182</b>
Remuneration	R 407 462,85 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> <li>• Grade 12.</li> <li>• National Diploma in Labour Law / Industrial relations / Human Resources Management or Equivalent Qualification.</li> <li>• Computer Literacy: MS Office.</li> <li>• Valid Driver's License.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 3 years relevant experience</li> <li>• Traceable experience in handling Conciliations and Arbitrations.</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Undertaking activities to support the Senior Labour Relations Officer in ensuring that industrial relations practices are consistently applied and communicated across the municipality.</li> <li>• Serve as the employer representative in the internal disciplinarian hearings.</li> <li>• Represent the employer in conciliation and arbitration hearing in the absence of Senior Labour Relation Officer and Manager Employee relations.</li> <li>• Facilitate the engagements of employees complain and grievances.</li> <li>• Preparing reports on disciplinary cases/grievance or disputes referred and attended to, outlining outcomes/awards for submission to the Manager: Labour Relations.</li> </ul>
Where Advertised	<ul style="list-style-type: none"> <li>• Internal / Newcastle website</li> </ul>

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- 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.
- **Applicants must submit copies of supporting documents. Note that certified copies must be submitted by shortlisted applicants.**
- **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.
- 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 with criminal records or pending criminal / departmental or civil cases must disclose. Failure to disclose may lead to disqualification.**
- 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: Coloured females and males are encouraged to apply.**

**CLOSING DATE: 04 October 2024**