

MSUKALIGWA LOCAL MUNICIPALITY



PO Box 48
Ermelo
Mpumalanga Province
South Africa
2350



Civic Centre Building
c/o Kerk & Taute Street
Ermelo
Mpumalanga Province
South Africa
2350

Customer Care Center: 08611 MSUKA [67852]
Main Fax: +27 17 801-3851

Internet: www.msukaliqwa.gov.za
E-Mail: msuka@msukaliqwa.gov.za

"IS AN AFFIRMATIVE ACTION EMPLOYER"

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned positions. No application will be accepted without certified copies of qualifications as set out below.

CORPORATE SERVICES

POSITION : EMPLOYEE ASSISTANT OFFICER (LABOUR RELATION OFFICER)
REF NO. : 20/22
POST LEVEL : 4
SALARY SCALE : R393 482, 76 – R 423 854, 88pa,
QUALIFICATIONS : Grade 12

3 year National Diploma or B degree in Labour /Industrial Relations or Human Resource Management

An in-depth understanding of employment related labour legislation,

Knowledge of the Job Evaluation/ Grading process

Good interpersonal and communication skills

Computer Literacy (Word, Excel, Outlook etc.)

Code B Drivers licence

3 years' experience in dealing with labour relations and or unionised environment in Local government sector

DUTIES:

Conduct preliminary investigations into grievances, allegations of misconduct and incapacity and recommend appropriate action
Prosecute/Chair disciplinary hearings, Arrange and collate background information on disputes, Represent Council in the South African Local Government Bargaining Council Conciliations, Arbitrations, CCMA Labour Court, and Ensure the municipality complies with labour legislation
Coordinate the Local Labour Forum, Provide expert advice in the Local Labour Forum, Follow up and ensure implementation of Local Labour Forum resolutions, Give feedback to the Bargaining Council on the functioning of the Local Labour Forum
Represent the Employer in Incapacity hearings.

Liaise with management, employees and unions to keep them informed regarding Labour Relations matters

Keep a record of Labour Relations activities.

Research relevant Case Law, liaise with Labour Experts and Compile Case Reports in preparation of disputes

Build and maintain constructive relationships with unions and management. Coordinate Labour Relations Training

APPLICATION FORMS ARE AVAILABLE ON THE MSUKALIGWA LOCAL MUNICIPALITY WEBSITE
(www.msukaliqwa.gov.za) / HR OFFICE

FOR ENQUIRIES CONTACT HUMAN RESOURCES – MS. L.P. MNISI ON 017 801 3584 DURING OFFICE HOURS
CLOSING DATE – 09 April 2021 (12 NOON). VETTING IS THE MUNICIPAL PRIMARY SELECTION CRITERIA, THEREFORE ALL
SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING

COMPLETED APPLICATION FORM MUST BE POSTED / COURIERED TO: MSUKALIGWA LOCAL MUNICIPALITY P.O.BOX 48 ERMELO
2350

OR HANDED INTO: THE CORPORATE SERVICES (HR SECTION) CNR TAUTE AND KERK, ERMELO

"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER 3 MONTH, CONSIDER YOUR APPLICATION UNSUCCESSFUL"


MR SI MALAZA
ACTING MUNICIPAL MANAGER

2021. 03. 18
DATE