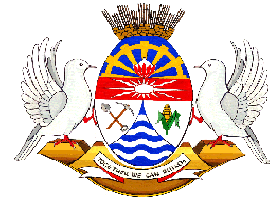


LEJWELEPUTSWA DISTRICT MUNICIPALITY



The Lejweleputswa District Municipality situated in Welkom in the Free State Province hereby invites suitably qualified individuals to apply for the following Senior Manager post:

CORPORATE SERVICES LABOUR RELATIONS OFFICER (LEVEL 4)

QUALIFICATIONS: Grade 12. Three (3) year tertiary level qualification in Public relations. Qualifications in Human Resource Management Industrial/ Labour Relations and Local Government Legislations and Local Government Legislations and principles will be an added advantage as well as excellent interpersonal skills.

EXPERIENCE: COMPUTER Literacy in MS Word, Excel & Outlook. Knowledge of Local Government Challenges problem solving & conflict resolution skills/ flair of working in an unionised working environment. Ability to work independently and creatively. Sound understanding of change and diversity management. Ability to formulate HR and LR Policies and procedures. Ability to write sensible & concise report. Good verbal & written communication skills.

KEY PERFORMANCE AREAS: Assist Corporate Services Department during negotiation processes by drafting and reviewing contract language, analysing the impact of union proposals. Recording minutes of all bargaining issues. Research the issues, seek resolutions for union concerns and represent and protect management rights as necessary. Manage grievances submitted under the labour agreement or ensure formation and act as Chair of the Grievance Committee. Assist legal counsel in preparation for the various hearings including case information abs assessment, reviewing and evaluating abs evaluating arbitrators and providing administrative support. Provides guidance to management in terms of assistance in dealing with employee misconduct and attendance issues by explaining the disciplinary systems, contractual policies or benefits and grievance procedures. Conduct investigations concerning allegations of discrimination or sexual harassment or other illegal or inappropriate conduct. Plan 7 develop labour related policies, procedures, functions, systems and channel them through the Manager of Human Resource for implementation and direction to processes needed to capture, tract, evaluate and report data. Ensure effective flow of information process throughout the municipality so that there are limited cases of misconduct and grievances in the workplace. Set performance standards and improvement objectives in relation to all labour related issues. Provide feedback on all cases of disciplinary hearings, grievances submitted to CCMA cases.

Please note: Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all shortlisted candidates. It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA) and to attach proof thereof. The Municipality subscribes to and promotes the principles of employment equity and affirmative action. The Council reserves the right not to make an appointment if, in its view, no suitable could be found. Only candidates who meet the above-mentioned competencies will be shortlisted. Candidates should note that some of the above-mentioned competencies may at the discretion of the Council be formally assessed as part of the selection process.

If you are interested and meet the above-mentioned requirements please address your Curriculum Vitae (CV), certified copies of qualifications to the Municipal Manager, Me. PME Kaota, Lejweleputswa District Municipality, PO Box 2163, Welkom 9460, or hand deliver applications at the Municipal Building, corner Tempest & Jan Hofmeyer Roads, Jim Fouche Park Welkom 9460.

Faxed, e-mailed and late applications will not be considered.

Enquiries: Mr. C Petersen, Tel. (057) 353 3094/5/6/7

Closing date: 03 November 2017

**PME KAOTA
MUNICIPAL MANAGER**