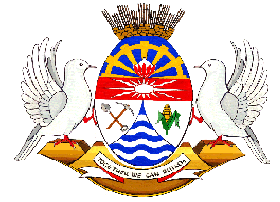


**ADVERTISEMENT
LEJWELEPUTSWA
DISTRICT MUNICIPALITY**



Lejweleputswa District Municipality hereby invites suitable and qualified individuals to apply for the **external** undermentioned positions.

Candidates who wish to be considered for a post, must post/or hand deliver their applications and completed, comprehensive CV's directly to the Municipal Manager Lejweleputswa District Municipality.

PLEASE NOTE THAT CV'S RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED

Lejweleputswa District Municipality subscribes and promotes the principles of the Employment Equity Act, as such Affirmative Action measures and Employment Equity Targets will be considered when appointments are made. Certified copies of highest educational qualifications must accompany the application.

Please note that if you do not receive any correspondence from the Municipality, regarding your application, within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

CORPORATE SERVICES DEPARTMENT

HR & LABOUR RELATIONS PRACTITIONER (LEVEL 3)

FORMAL QUALIFICATIONS:

Grade 12. A Degree or Post Graduate Diploma in Labour Relations, or Human Resource Management. Applicants must be well versed with Local Government Legislations, governance requirements and regulations. A valid Drivers License.

WORK EXPERIENCE:

4-5 years' relevant experience in the Municipal environment at Supervisory or Management Level. Labour Relations Policy formulation expertise are a requirement.

OTHER COMPETENCIES:

Intermediate Computer Literacy in MS Word, Excel, PowerPoint & Outlook. Knowledge of Local Government Legislations, governance requirements and regulations. Good problem solving & conflict resolution skills, excellent negotiation skills and a flair of working in a unionised working environment. Ability to work independently and creatively. Sound understanding of change and diversity management. Ability to formulate HR and Labour Relations Policies and procedures. Ability to write sensible & concise reports. Excellent verbal & written communication skills.

KEY PERFORMANCE AREAS: Assist the District Municipality during negotiation processes by analysing the impact of union proposals, drafting and reviewing agreements between parties. Conduct Research on Labour Related matters and advise Management accordingly. Seek resolutions for union concerns and represent and protect management rights as necessary. Review Labour Relations policies and procedures. Manage grievances and labour related disputes. Chair Grievance Committee meetings and ensure adherence to the Labour relations Act 66 of 1995, related Bargaining Council agreements, as well as the District Municipality's policies and procedures. Attend to Bargaining Council and Local

Labour Forum (LLF) meetings. Advise and manage employee related disputes. Assist legal counsel in preparation for various hearings including case information and assessments. Review and evaluate arbitration awards and provide administrative support. Provide formal feedback on all Labour relations cases (Internal and external). Represent the Municipality in disciplinary matters before the bargaining council and act as a prosecutor during formal and informal disciplinary hearings. Manage staff and budgets. Prepare monthly and quarterly reports on all labour related matters to be presented to Management, Mayoral Committee and Council. Handle HR related matters pertaining to policies, recruitment, leave management and employment equity compliance.

Completed applications forms must be submitted with attached certified copies of Identity document and qualifications as well as a CV. Applications can be delivered to: Lejweleputswa District Municipality c/o Tempest and Jan Hofmeyer Road, WELKOM. The attention of the municipal Manager, Ms. 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: Ms. B Malapane, Tel. (057) 353 3094/5/6/7

Closing date: 12 December 2019

**PME KAOTA
MUNICIPAL MANAGER**