

Winnie Madikizela-Mandela Local Municipality

Physical Address
51 Winnie Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal
Manager
Tel: 039 251 0230
Fax: 039 251 0917
mahlakal@mbizana.gov.za

RE-ADVERT

Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below:-

- 1. POST : LABOUR RELATIONS OFFICER**
DEPARTMENT : CORPORATE SERVICES
CONTRACT : PERMANENT
TASK GRADE : 11
REMUNERATION : R278 849.00 basic salary per annum

REQUIREMENTS

- ✓ National Senior Certificate or Grade 12;
- ✓ National Diploma in Labour Relations Management/ND Human Resources Management;
- ✓ 3 years' experience in the field of Local Government Sphere;
- ✓ Proficient in MS Office;
- ✓ Knowledge Local government prescripts;
- ✓ Outstanding organizational, problem solving skills and time management abilities;
- ✓ Excellent communication and interpersonal skills and;
- ✓ Be able to work under pressure.

KEY PERFORMANCE AREAS

- ✓ Coordinate controls, procedures and implements processes associated with disciplinary and grievance enquiries;
- ✓ Conduct duties associated with representing the Municipality at external tribunals;
- ✓ Co-ordinate and provide information to and for the Local Labour Forum (LLF) and Restructuring Committee;

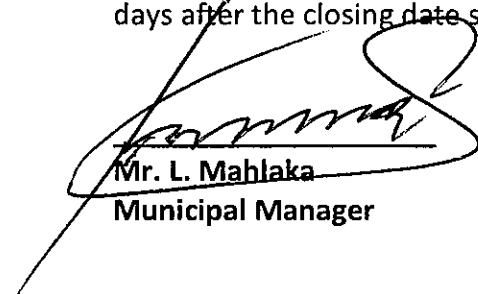
- ✓ Provide practical training and guidance to management and general staff on procedures and applications associated with specific Labour Relations processes;
- ✓ Provide prosecutorial services to other Municipalities in disciplinary proceedings and
- ✓ Compiling reports on Disciplinary/ Grievance cases referred and attended to, outlining outcomes/ awards.

A covering letter clearly stating the position you are applying for, a comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the HR Offices during office hours or emailed to: hr@mbizana.gov.za. For more information please contact: Ms N. Mshweshwe on 039-251 0230 during office hours. Closing date: 25.10.2021 @ 12pm.

Notice: This is a re-advert. All those who have applied before need not to apply again.

CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.

No faxed applications will be accepted, applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



Mr. L. Mahlaka
Municipal Manager