

NOTICE NO: 04/2022/2023

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UMZIMVUBU
LOCAL MUNICIPALITY

VACANT POSITION

NOTICE NO: 04/2022/2023

Umzimvubu Local Municipality with its mission to properly plan and deliver quality and sustainable services to improve the socio-economic status within the broader Umzimvubu community hereby invites applications from committed self-driven individuals who want to accelerate their careers in the fields mentioned herein through rendering services of high quality and exceptional intelligent in order for it to maintain its vision of moving to limitless possibilities.

DIRECTORATE: CORPORATE SERVICES

**EMPLOYEE RELATIONS OFFICER
TASK GRADE 13
SALARY SCALE: R 384 644 – R 499 292 PER ANNUM**

MINIMUM REQUIREMENTS: - Grade 12 • Degree/three (3) year National Diploma in Human Resources Management • LLB • B Com Industrial Relations or equivalent qualification • Computer literacy • Minimum requirements of 3 years relevant experience in the field of Employee Relations • Good understanding of applicable legislation, practices and policies as well as strategies • Conflict resolution • Good report writing skills • A valid driver's licence.

KEY PERFORMANCE AREAS: - Co-ordinate and controls the application of specific procedures associated with maintaining a sound Labour Relations, Employee wellness Programmes, Employee Assistant Programmes and Occupational Health and Safety • Promotion of sound labour relations within the municipality • Co-ordinate and control procedures and sequences associated disciplinary and grievance case and enquiries • Prepares and present the municipality in case referred for conciliation/ Arbitration to SALGBC/ CCMA • Disseminate information to employees on policies and relevant agreements • Liaise with SALGA, SALGBC, CCMA, LLF and the unions within the municipality • Facilitate training and guidance to management on procedures and applications associated with specific employee relations, as and when necessary.

All applications with Curriculum Vitae, certified copies of educational certificates together with a covering letter should be forwarded to: The Corporate Services Department, Umzimvubu Local Municipality, Private Bag x 9020, MOUNT FRERE (KwaBhaca), 5090 or hand delivered at Dabula Street Sophia (New Municipal Offices), KwaBhaca, 5090 or 67 Church Street, Mount Ayliff (EmaXesibeni), 4735



People with disability are encouraged to apply

NB: No faxed or emailed applications will be accepted


Enquiries: Amanda Masentse (039) 255 8500/8562.

Closing date: 05 December 2022

Time: 16H00

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Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Umzimvubu Local Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment.



MR. G.P.T. NOTA
MUNICIPAL MANAGER



DATE

