



HARRY GWALA DISTRICT MUNICIPALITY

The Harry Gwala District Municipality situated in Ixopo invites applications from innovative and committed individuals for the under mentioned position.

APPLICANTS ARE INVITED FROM YOUTH WHO ARE INTERESTED IN: EXPERIENTIAL LEARNING OPPORTUNITIES

DURATION: 1 year
STIPEND: 3000 per month
Ref no : 5/5/6

Opportunities are available in the following Departments:

Office of the Municipal Manager

- Risk Management

Corporate Services

- Human Resource Management x 1
- Public Administration x 1
- ICT x 1
- Communications x 1

Social Services and Development Planning

- Public Management x 1 (Community Development)
- Youth Development x 1

Infrastructure Services

- Civil Engineering x 2

Water Services

- Water: O & M (Plumbing / Water & Waste Water Treatment) x 1
- Civil Engineering X1

Requirements:

- A relevant NQF 6/7 qualification from a recognized tertiary institution.

- Between ages 18 and 35
- NB: applicants who are interested in Water Services O & M (National Certificate Vocational: Plumbing / N4 Water and Waste Water Treatment).
- Residing within the Harry Gwala District (Proof of residence in Harry Gwala District is required)

Enquiries should be directed to the Acting Executive Director: Mrs. PP Cele on (039) 834 8700. No faxed or e-mailed applications will be accepted.

The successful candidates will receive coaching, supervision for the duration of the contractual period.

CORPORATE SERVICES DEPARTMENT

LABOUR RELATIONS OFFICER

Ref no : 5/5/4/2/7

SALARY GRADE D2: R281 916.73- R306 514.33

(plus applicable benefits)

JOB REQUIREMENTS

- Grade 12/ Matric
- NQF Level 6/7 within areas of Labour Law/Human Resource Management or relevant qualification
- Three (3) years' experience in Labour Relations matters of which one (1) year must be at a supervisory level.
- Certificate for conducting disciplinary hearings will serve as an added advantage.
- Excellent communication skills including competency in Ms Word, PowerPoint and Excel
- A valid code 08 driver's license

KEY PERFORMANCE AREAS

- Consult with management and advise on labour laws, case law, collective agreements, relevant municipal legislation and regulations.
- Guide and assist management, in the preparation of Disciplinary hearings.
- Guide with presentation of evidence in the disciplinary /grievance hearings.
- Assist in preparing for cases that must be presented to the CCMA, SALGBC or Labour Court on behalf of the employer.
- Represent the employer where needed, and liaise with internal and external 3rd parties such as shop stewards, trade union officials etc.
- Coordinate meetings for the employer and shop stewards/trade union representative structures and providing advice/guidance on the interpretation of policies and procedures and collective agreements, impacting/ influencing conditions of employment.
- Prepare management reports and maintain confidentiality in all case files containing documents, correspondence and outcome/ award/determination and/ or accessing/retrieving information upon request.

Enquiries should be directed to Mrs P. Cele, Director: Human Resource on (039) 834 8756. No faxed or e-mailed applications will be accepted.

Applications must be submitted with an Application Form which can be found on our website accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications and driver's license must be addressed to the Municipal Manager for Attention: Miss N. Lungwengwe, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276, to reach us no later than 16H30, 5 August 2015.

NB: Canvassing with Councillors and Management will lead to disqualification. Due to the expected high response volume communication will be limited to short-listed candidates only.

If you have not been contacted within three months after the closing date of the advertisement please accept that your application has been unsuccessful. Faxed or e-mailed applications will not be accepted.

**MRS A.N. DLAMINI
MUNICIPAL MANAGER**

