



WATERBERG DISTRICT MUNICIPALITY

Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disable persons are encouraged to apply.

CORPORATE SUPPORT & SHARED SERVICES SECTION: HUMAN RESOURCES

EMPLOYMENT RELATIONS OFFICER POST LEVEL 06

SALARY: R155 616 – R171 828

BENEFITS: Normal municipal benefits

REQUIREMENTS

- An appropriate diploma/Bachelor's degree or equivalent plus a minimum of 3 years experience in labour relations. Knowledge of practices, legislation, and policies applicable to labour relations. A valid code 08 driver's license. A postgraduate qualification in Labour/Industrial Relations and/or Labour Law will be advantageous.

COMPETENCIES AND SKILLS

- Good interpersonal and communications skills (verbal and written).
- Ability to interpret statutes, HR policies and labour legislations.
- Ability to deal with confidential information.
- Basic legal administration and strategic planning
- Good computer knowledge and skills.
- Be able to work independently, long hours and under pressure to meet deadlines.

RESPONSIBILITIES

- Design, interpret and monitor standard internal procedures on disciplinary code and grievance procedure as well as other municipal policies and collective agreements.
- Advising management on employee/labour relations issues
- Facilitate disciplinary cases including preparations of charge sheet and provisions of support to the relevant role players (presiding officer and departmental representative)
- Preparing monthly, quarterly, bi-annual and ad-hoc reports on labour relations issues
- To deal with grievances, disputes and enforce discipline among employees.
- Chairing disciplinary hearing and representing the municipality at CCMA together with the Divisional Head Legal and Administration.
- Compile data on disciplinary cases and ensure confidentiality of information.
- Assist in the facilitation and organization of formal training for employees.

- To monitor compliance on employment relations policies and collective agreement
- To act as interpreter during disciplinary hearings
- To develop and review labour relations policies
- Proper and safe keeping of records.

CORPORATE SUPPORT AND SHARED SERVICES HUMAN RESOURCES DEVELOPMENT OFFICER POST LEVEL 06

SALARY: R155 616 - R171 828

BENEFITS: NORMAL MUNICIPAL BENEFITS

REQUIREMENTS

- Three year tertiary qualification in Human Resources or Public Administration and three years experience in training or skills development. Accreditation as a skills development facilitator will be advantageous.
- Sound Computer literacy on Microsoft Office.
- Advanced knowledge of the Skills Development Act, Employment Equity Act, Skills Development Levy Act, Basic Conditions of Employment Act, Municipal Finance and Management Act etc. Strong Organizational Development background and be prepared to work irregular hours and cope with work load pressure.

COMPETENCIES AND SKILLS

- Must have good interpersonal relation, strong skills development and administration knowledge and experience, excellent communication skills, research skills and presentation and report writing skills.
- Presentation ,facilitation and arrangement of meetings,

KEY PERFORMANCE AREAS

- Interacts and represents the District Municipality on aspects related to Education, Training and Development
- Co-ordinates sequences associated with establishing the skills capacity of the District Municipality
- Co-ordinates and conduct training courses based on relevant topics and functionalities
- Performs activities associated with the administrative and reporting of the functionality
- Develop and implement workplace skills plan
- Submit implementation reports of WSP
- Review and implement training policy
- Plan and conduct training needs analysis of the staff
- Provide OHASA training
- Co-ordinates and administrates applications for study grants
- Monitor and provide feedback in terms of training and development indicators

Applications, accompanied by a comprehensive CV, originally certified copies of qualifications, ID(not more than three months old) and covering letter that indicate the position you are applying for, must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality cnr Harry Gwala and Church Streets, Room 25. Faxed or e-mailed applications and those without the relevant accompanying documents will be automatically disqualified.

All qualifications and references will be verified.

Further enquiries maybe directed to Mr. Salthiel Mthombene at tel. no. (014) 717-1344 during office hours.

Closing date: 27 February 2008

Should you not be contacted within 30 days of the closing date please accept that your application has been unsuccessful.

The Waterberg District Municipality reserves the right not to fill the advertised posts.

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MUNICIPAL MANAGER