

KNYSNA MUNICIPALITY



LABOUR RELATIONS OFFICER Human Resource Section DIRECTORATE CORPORATE SERVICES

TASK LEVEL 12

R214 656 to R278 616 per annum Basic Salary

Total cost to Council Package of R327 968 to R410 628 per annum

KEY PERFORMANCE AREAS OF THE POST:

- Prosecute in all Municipal Disciplinary Hearings
- Investigate allegations of misconduct and recommend appropriate action
- Represent Council in the South African Local Government Bargaining Council Conciliations, Arbitrations, CCMA, Labour Court
- Advise management and staff on Grievance and Disciplinary processes
- Ensure that the Municipality complies with Labour Legislation
- Co-ordinate the Local Labour Forum
- Provide expert advice in the Local Labour Forum
- Follow up and ensure implementation of Local Labour Forum resolutions
- Give feedback to the Bargaining Council on the functioning of the Local Labour Forum
- Represent the employer in Incapacity Hearings
- Liaise with management, employees and unions to keep them informed regarding Labour Relations matters
- Keep a record of Labour Relations activities
- Research relevant Case Law, liaise with Labour Experts and compile Case Reports in preparation of Disputes

MINIMUM QUALIFICATIONS & EXPERIENCE

A tertiary qualification in Human Resource Management or Labour\Industrial Relations

3 Year's relevant experience in a unionised environment

Practical computer experience in the Microsoft Office Package

Valid Code B Drivers' License

Applicable Municipal Benefits will apply.

All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint a Black Female if a suitable candidate in that category can be identified.

To apply applicants must complete a Knysna Municipality Application Form and submit a detailed up-to-date CV, Covering Letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.

Application forms are obtainable from Reception at the main Municipal Offices in Clyde Street, Knysna and Municipal website: www.knysna.gov.co.za.

Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: knysna@knysna.gov.za.

CLOSING DATE: 9 OCTOBER 2013

Please note: If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

L WARING

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.