

# **KNYSNA MUNICIPALITY**



## **LABOUR RELATIONS OFFICER Human Resource Section DIRECTORATE CORPORATE SERVICES**

### **TASK LEVEL 12**

R260 040 to R337 488 per annum Basic Salary

Total cost to Council Package of R393 098 to R493 130 per annum

#### **KEY PERFORMANCE AREAS OF THE POST:**

- Conduct preliminary investigations of allegations of misconduct and recommend appropriate action
- Prosecute in all Municipal Disciplinary Hearings
- Arrange and collate background information on disputes
- 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
- Build and maintain constructive relationships with unions and management
- Co-ordinate Labour Relations Training

#### **MINIMUM QUALIFICATIONS & EXPERIENCE**

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

3 Year's relevant experience in a unionised environment

An in depth understanding of employment related and labour legislation

Report writing skills

Good interpersonal and communication skills

Practical computer experience in the Microsoft Office Package

Fluency in 2 of the 3 regional languages of the Western Cape

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 an Coloured, Indian female or an African, Coloured or Indian Male 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.za](http://www.knysna.gov.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](mailto:knysna@knysna.gov.za).

**CLOSING DATE: 25 NOVEMBER 2016**

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

**B R ELLMAN**

**ACTING MUNICIPAL MANAGER**

**The Municipality reserves the right not to make an appointment.**