

EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES

MANAGER: LABOUR RELATIONS (PERMANENT)

WC0440778

REF: CORP T14 03/01/23

Salary	:	R 476 112 - 618 072 per annum T14 (Subject to Task Job Evaluation)
Additional Service Benefits	:	Medical Aid, Pension, Housing/Rental Allowance (Subject to prescribed requirements), 13th Cheque and Group Life Insurance
PERKS	:	Cellphone and vehicle allowance approximately R7865 (Subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- 8 years or more relevant experience covering a broad range of Labour Relations functions
- 3 years supervisory experience
- A relevant 3-year tertiary qualification in Human Resources Management or related field
- Driver's License Code B

COMPETENCIES:

- *Core Professional Competencies*
- Organisational Awareness, Consulting, Planning and Organising, Monitoring and Control, Negotiation, Oral and Written Communication,
- Functional Competencies
- Change Management, HR Technology/Information Management, HR Service Delivery, Strategic HR Management, Workforce Planning, Performance Management, Industrial and Labour Relations
- Public Service Orientation Competencies
- Interpersonal Relationships, Communication, Service Delivery Orientation, Action and Outcome Orientation, Conflict Management, Resilience, Learning Orientation, Accountability and Ethical Conduct, Problem Solving Analysis
- Management/ Leadership Competencies
- Direction Setting

KEY PERFORMANCE AREAS:

- Manage and control of the Labour Relations Section
- Provide advice to Management and Line Managers on Labour Relations matters
- Recommend disciplinary action and undertake preliminary investigations
- Represent the employer on the CCMA, Bargaining Council and complicated disciplinary hearings
- Manage, develop and control of Labour Relations Policies
- Manage grievance procedures
- Manage the functioning of the Local Labour Forum
- Manage Labour Relations Training processes
- Develop and manage strike contingency plan
- Monitor Labour Relations trends and advise management accordingly
- Internal and external communication on Labour Relations matters
- Financial Management for the Labour Relations Section
- Prepare witnesses for arbitration and internal disciplinary cases
- Management of strikes and industrial action

ENQUIRIES: MR B CASSIM (044 – 801 9365)

Applicants must submit a formal application form and a comprehensive CV, copies of qualifications, identity document and drivers license. Applications must be submitted **electronically** preferably as one PDF document to recruitment@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before 17 February 2023 at 12:00. **Applicants must clearly state in the reference number and position title in the subject line of the email. Only electronic applications will be accepted for this position.**

Disqualification:

Please note that the following will lead to disqualification:

- 1. Non-submission of copies of academic qualifications/records.**
- 2. Canvassing of Councillors.**
- 3. Submission of fraudulent qualifications and/ or documents.**

NB: Please note that shortlisted candidates will be subjected to a vetting process. By applying for this position, candidates agree to background checks being performed.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 30 days of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under represented groups.

CLOSING DATE: 17 February 2023