

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES

MANAGER: LABOUR RELATIONS

PERMANENT APPOINTMENT

WC0440778

REF: CORP T15 02/05/2023

Salary	:	R548 940 – R712 596 per annum T15 (Subject to Task Job Evaluation.
Additional Service Benefits	:	Medical Aid, Pension, Housing 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).

Instructions to employees

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. 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 **02 June 2023** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email.**

Only electronic applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

Not using the formal application form.

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councilors and/or officials with the aim to be appointed.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months 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.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: 02 June 2023