

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: CORPORATE SERVICES**  
**POST DESIGNATION: HUMAN RESOURCES OFFICER (LABOUR RELATIONS) - GEORGE**  
**(PERMANENT)**  
**WC0440939**  
**REFERENCE: 3583817**

**Salary:** R 413 700 – R 537 036 (T12)  
**Additional Service Benefits:** Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

- A relevant 3-year tertiary qualification in Human Resources Management or related field.
- Computer Literacy (MS Office)
- Valid drivers license
- 2-5 years relevant experience required

### COMPETENCIES:

- **Core Professional Competencies:** Organisational Awareness, Consulting, Planning and Organising, Monitoring and Control, Negotiations, Oral and written communication.
- **Functional Competencies:** Change Management, HR Technology, HR Service Delivery, Talent Management, Occupational Health and Safety, Compensation and Benefits Management, Performance Management, Employee Wellness, Industrial and Labour Relations.
- **Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Service Delivery Orientation.
- **Personal Competencies:** Action and Outcome Orientation, Conflict Management, Resilience, Learning Orientation, Accountability and ethical conduct, Problem Solving and Analysis.
- **Management/Leadership Competencies:** Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation.

### KEY PERFORMANCE AREAS:

- Verbal and written Labour Relations advice to management, employees and trade unions.
- Represent the Municipality as the employer representative/Initiator in disciplinary hearings.
- Advise line managers on disciplinary matters, appeal processes, grievances, and incapacity cases (Poor work performance and ill-health).
- Oversee grievance procedures with facilitating of meetings in line with the Grievance Procedure: SALGBC Collective Agreement.
- Maintain and update an electronic data base -grievance, dispute, incapacity and disciplinary cases registers.
- Liaise with internal and external bodies including SALGA/ Bargaining Council/ CCMA.
- Co-ordinate the functioning of the Local Labour Forum (LLF) and prepare and submit items to the Local Labour Forum.
- Advise trade unions and management on Collective Agreements / Organisational Rights Agreement.
- Keep relevant labour relations statistics and analyse labour relations trends.
- Co-ordinate and monitor time off for unions activities.
- Co-ordinate SALGA circulars and advise supervisors and management accordingly.
- Responsible to provide training to employees, supervisors and managers within the Municipality on labour relations matters.
- Role out of labour relations policies and procedures in line with relevant legislation.
- Advise on alleged unfair labour practices, dismissals, victimisation and discriminations disputes etc.
- Represent the Municipality on labour related disputes, conciliations and arbitrations at SALGBC/CCMA.

**PROBATION PERIOD:** 6 months

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**ENQUIRIES:** Zola Dayimani (044 8011358)

**INSTRUCTIONS TO APPLICANTS (Please read carefully)**

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, [www.george.gov.za](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **2025-03-12 at 16:30pm**.

**Please Note the following when applying on the Portal:**

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

**Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:**

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

**Only online applications will be accepted.**

**The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.**

**DISQUALIFICATION:**

**Please note that the following will lead to disqualification:**

- Non-submission of required documents or submission of fraudulent documents.
- Canvassing of Councillors and/or officials.
- 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: 2025-03-12 AT 16:30PM**