

EXTERNAL CIRCULATION

**DIRECTORATE CORPORATE SERVICES
MANAGER HUMAN RESOURCES (LABOUR RELATIONS)**

WC0440778

REF: CORP T15 05/09/22

**SALARY SCALE: R 476 112 – R 618 072 per annum T14
R 548 940 – R 712 596 per annum T15
(SUBJECTED TO TASK JOB EVALUATION)**

REQUIREMENTS:

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

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, Talent Management, Workforce Planning, Learning and Development, Occupational Health & Safety, Compensation and Benefits Management, Performance Management, Employee Wellness, 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

DUTIES:

- 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 grievances procedures
- Manage the functioning of the Local Labour Forum
- Manage Labour Relations Training process
- 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 Sections

Enquiries: MR. B CASSIM (044-801 9365)

The Council will consider all applications in terms of their Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, in particular with the emphasis on appointing candidates from the designated/under –represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV and covering letter with an application form obtainable from the HR Office, Civic Centre, York street, George or www.george.gov.za at Vacancies. Please address your application to: The Senior Manager Human Resources, PO Box 19, George 6530 via e-mail: recruitment@george.gov.za.

Note: Please attach certified copies of highest educational qualifications. **State clearly on your application the reference number and post for which you are applying.**

Each post must be on a separate application form. Late applications or applications sent via fax will not be accepted. If you have not heard from us within 3 months of the closing date, please accept that your application was unsuccessful.

COUNCIL RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT

CLOSING DATE: 07 OCTOBER 2022

SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO IINKONZO ZEQUMRHU UMPHATHI WEENKONZO ZABASEBENZI (UBUDLELWANE BEZABASEBENZI)

WC0440778

REF: CORP T15 05/09/22

**INQANABA LOMVUZU: R 476 112 – R 618 072 ngonyaka T14
R 548 940 – R 712 596 ngonyaka T15
(NGOKUXHOMEKEKE KUVAVANYO LUKATASK)**

IIMFUNeko:

- Iminyaka esi-8 okanye amava angaphezulu aquka uluhlu olubanzi lwemisebenzi yezaBasenzi
- Iminyaka emi-3 yamava okongamela
- Isiqinisekiso esifanelekileyo semfundo ephakamileyo seminyaka emi-3 kuLawulo lwezaBasebenzi okanye inkalo enxulumeneyo
- Ilayisensi yokuqhuba esemthethweni

UBUCHULE:

- *Izakhono zobuchule ezingundoqo –*
- Ulwazi lombutho, Ukubonisana, uCwangciso noLungiselelo, Ukongamela nokulawula, Uthethathethwano, Unxibelelwano lomlomo nolubhaliweyo,
- Ubuchule bokusebenza
- ULawulo lweNguqu, itekhnoloji yeHR /uLawulo lolwazi, Ukunikezelwa kweNkonzo yeHR, uLawulo loBuchule lukaHR, uLawulo lweTalente, Ucwangciso lwaBasebenzi, Ukufunda noPhuhliso, Impilo & nokhuseleko emsebenzini, ULawulo lweMbuyekezo kunye neZibonelelo, ULawulo lokuSebenza, Impilo yabasebenzi, Ubudlelwane boShishino kunye nolwaBasebenzi
- Ubuchule bokuqhelaniswa neNkonzo zoLuNtu
- Ubudlelwane phakathi kwabantu, Unxibelelwano, Ukuqhelaniswa noNikezelo lweNkonzo, Ukuqhelaniswa neNyathelo neziphumo, ULawulo lweMpixano, Ukomelela, Ukuqhelaniswa nokufunda, Ukuthembeka nokuziphatha okusesikweni, Ukusombulula Ingxaki noHlalutyo
- Ubuchule boLawulo/ nobuNkokheli
- ukubeka umkhomba ndlela

IMISEBENZI:

- Ukuphathwa nokulawulwa kweCandelo loBudlelwane bezaBasebenzi
- Ukubonelela ngeengecebiso kuBaphathi nakuBaphathi bamaCandelo kwimiba yoBudlelwane bezaBasebenzi
- Cebisa ngamanyathelo oluleko nokuqhutywa kophando lokuqala
- Ukumela umqeshi kwi-CCMA, kwiBhunga leengxoxo kunye neengxoxo zoluleko ezinzima
- Ukulawula, ukuphuhlisa nokulawula iMigaqo-nkqubo yoBudlelwane bezaBasebenzi
- Ukulawula iinkqubo zezikhalazo
- Ukulawula ukusebenza kweNdawo yeNgxoxo yaBasebenzi baseKhaya
- Ukulawula inkqubo yoQeqesho yoBudlelwane bezaBasebenzi
- Ukuvelisa nokulawula isicwangciso sokuqulela uqwayimbo olungehla
- Ukongamela iindlela eziguquka ngayo izinto zoBudlelwane bezaBasebenzi kwaye ucebise abalawuli ngokufanelekileyo
- Unxibelelwano lwangaphakathi nolwangaphandle ngemiba yobudlelwane bezabasebenzi
- ULawulo lwezeMali lweCandelo loBudlelwane bezaBasebenzi

Imibuzo: MNU. B CASSIM (044-801 9365)

iBhunga liya kuthathela ingqalelo zonke izingcingisi ngokweSicwangciso soLungelelwaniso kwiNgqesho esiyivumayo imfuneko ebalulekileyo yokwenza utshintsho kukwakheka ngokohlanga kwabasebenzi bakhe, kugxininiswa ekuqeshweni kwabagqatswa abavela kumaqela anyuliweyo/ angamelwanga ngokwaneleyo. Ukurhwebeshela ingqesho kuya kukhokelela kuthintelo lwesicelo oluzenzekelayo

Ukuba uyazanelisa iimfuneko, thumela iCV kunye nencwadi ehamba nesicelo kunye nefomu yesicelo egcwalisiweyo efumaneka kwi-ofisi yakwaHR, Civic Centre, eYork Street, eGeorge okanye kwa-www.george.gov.za at Vacancies. Nceda thumela isicelo sakho ku: The Manager Human Resources, PO Box 19, George, 6530 nge-imeyili: recruitment@george.gov.za.

Nceda uqaphele: Nceda uqhoboshele iikopi eziqinisekisiweyo zezona ziqinisekiso zemfundo ephakamileyo. **Chaza ngokucacileyo kwisicelo sakho inombolo yereferensi kunye nesithuba owenza isicelo saso.**

Isithuba ngasinye masibe kwifom yesicelo eyahlukileyo. Izicelo ezifike emva kwexesha elililo okanye ezithunyelwe ngefeksi okanye nge-imeyile aziyi kwamkelwa.

Ukuba awumenywanga kudliwano-ndlebe phakathi kweenyanga ezi-3 zomhla wokuvala, nceda wamkele ukuba isicelo sakho asiphumelelanga

UMASIPALA WASEGEORGE UGCINE ILUNGELO LOKUNGAQESHI

UMHLA WOKUVALWA: 07 EYEDWARHA 2022