

## EXTERNAL CIRCULATION

### DIRECTORATE CORPORATE SERVICES TEMPORARY HUMAN RESOURCES OFFICER (LABOUR RELATIONS)

WC0445881

REF: CORP T12 02/09/22

**SALARY SCALE: R375 600 – R487 584 per annum T12**

#### REQUIREMENTS:

- Relevant 3- year Tertiary Qualification in Human Resources Management or Related field (Labour Relations)
- Computer Literacy
- Valid Driver's License
- Minimum 2 years relevant experience required

#### COMPETENCIES:

- *Core Professional Competencies* – Organisational Awareness, Consulting, Planning and Organisation, Monitoring and Control, Negotiation, Oral & Written Communication, Change Management, HR Technology, HR Service Delivery, Strategic HR Management, Learning and Development, Occupational Health and Safety, Compensation and Benefits Management, Performance Management, Employee Wellness, Industrial and Labour Relations
- *Public Service Orientation* – Interpersonal Relationships, Service Delivery Orientation
- *Personal* – Action and Outcome Orientation, Conflict Management, Resilience, Learning Orientation, Accountability and Ethical Conduct, Problem Solving and Analysis

#### DUTIES:

- Roll out of Labour Relations Policies and procedures in line with relevant legislation
- Verbal and written Labour Relations Advise to Management, staff and trade unions
- Advise line Managers on disciplinary matters, appeal processes and incapacity cases
- Oversee grievance procedures with facilitating of meetings
- Maintain an electronic grievance and disciplinary cases register
- Liase with internal and external bodies including SALGA/ Bargaining Council/ Local Labour Forum
- Co-ordinate the functioning of the Local Labour Forum
- Prepare and submit items to the Local Labour Forum
- Assist with Labour Relations Training of Employees
- Advise Trade Unions and Management on Collective Agreements / Organisational Rights Agreement
- Co-ordinate time-off for union activities
- 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
- Represent the employer at labour disputes, conciliations and arbitrations

#### 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](http://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](mailto: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: 28 SEPTEMBER 2022**

# VACANCY VAKATURE



## SIJIKELIZISWA NGAPHANDLE

### ICANDELO LOLAWULO IINKONZO ZEQUMRHU IGOSA LEZABASEBENZI LEXESHANA (UBUDLELWANE BEZABASEBENZI)

WC0445881

REF: CORP T12 02/09/22

INQANABA LOMVUZU: R375 600 – R487 584 ngonyaka T12

#### IIMFUNeko:

- Iminyaka emi-3 yeMfundo ePhakamileyo kuLawulo lwezaBasebenzi okanye Indawo eNxulumeneyo (uBudlelwane bezaBasebenzi)
- Ulwazi lwekhompyutha
- Iphepha- mvume lokuqhuba
- Ubuncinane beminyaka emi- 2 yamava angaphambili buyimfuneko

#### UBUCHULE

- *Izakhono zoBuchule ezinguNdoqo* – Ulwazi loMbutho, Ukubonisana, uCwangciso kunye noLungiselelo, Ukongamela nokuLawula, uThethathethwano, Unxibelelwano olubhaliweyo nolomlomo, uLawulo lweNququ, iTekhnoloji yeHR, Ukunikezelwa kweenkonzo zeHR, uLawulo loBuchule lwe-HR, Ukufunda noPhuhliso, Impilo noKhuseleko eMsebenzini, ULawulo lweMbuyekezo kunye namaNcedo, ULawulo lokuSebenza, impilo yabasebenzi, uBudlelwane bezoShishino kunye naBasebenzi
- *Ukuqhelaniswa neeNkonzo zoLuNtu* – Ubudlelwane phakathi kwabantu, Ukuqhelaniswa nonikezelo lweeNkonzo
- *Ubuqu-* Ukuqhelaniswa neNyathelo kunye neziphumo, ULawulo lweMpixano, Ukomelela, Ukuqhelaniswa nokufunda, Ukuthembeka kunye nokuziphatha okusesikweni, Ukusombulula Inxaki kunye noHlalutyo

#### IMISEBENZI:

- Ukwaziswa kweMigaqo-nkqubo yoBudlelwane bezaBasebenzi kunye neenkqubo ezihambelana nomthetho ofanelekileyo
- Iingcebiso ngoBudlelwane bezaBasebenzi ngomlomo nangokubhaliweyo kuBaphathi, kubasebenzi nakwiimanyano zabasebenzi
- Cebisa abaphathi bamacandelo kwimiba yoluleko, iinkqubo zesibheno kunye neemeko zokungakwazi ukusebenza
- Ukonganyelwa kweenkqubo zezikhalazo ngokuququzelela iintlanganiso
- Gcina izikhalazo ezifakwe kwikhompyutha kunye nerejista yamatyala oluleko
- Ukunxibelelana namaqumrhu angaphakathi kunye nawangaphandle aquka iSALGA/iBhunga leNgxoxo/ Indawo yeeNgxoxo zabasebenzi basekhaya
- Ukulungelelaniswa kokusebenza kweNdawo yeNgxoxo yaBasebenzi baseKhaya
- Ukulungisa nokungenisa iMiba kwiNdawo yeNgxoxo zabasebenzi baseKhaya
- Ukuncedisa kuQeqesho lwaBasebenzi loBudlelwane bezaBasebenzi
- Cebisa iiManyano zaBasebenzi kunye noLawulo ngeZivumelwano zaBo bonke / isiVumelwano samaLungelo oMbutho
- Ukulungelelanisa ixesha lokungabikho emsebenzini lemisebenzi yeemanyano zabasebenzi
- Gcina iinkcukacha-manani ezifanelekileyo zobudlelwane bezabasebenzi kwaye uhlalutye iindlela eziguquka ngayo izinto zobudlelwane bezabasebenzi
- Ukulungelelanisa nokubeka iliso kwixesha lokungabikho semsebenzini uyokwenza imisebenzi yeemanyano zabasebenzi
- Ukulungelelaniswa kweesetyhula zeSALGA nokucebisa abongameli nolawulo ngokufanelekileyo
- Ukumela umqeshi kwiimpixano zabasebenzi, uxolelwaniso kunye nolamlo

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

uMasipala waseGeorge uya kuthathela ingqalelo zonke izicelo ngokweSicwangciso soLungelelwaniso kwiNgqesho esiyivumayo imfuneko ebalulekileyo yokwenza utshintsho kukwakheka ngokohlanga kwabasebenzi bakhe, kugxininiswa ekuqeshweni kwabagqatswa abavela kumaqela anyuliweyo/ angamelwanga ngokwaneleyo. Ukuhwebeshela ingqesho kuya kukhokelela kuthintelo lwesicelo oluzenzekelayo

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

Nceda qaphela: Nceda uqhoboshele iikopi eziqinisekisiweyo zeyona mfundo iphakamileyo **Chaza ngokucacileyo inombolo yereferensi kunye nesithuba owenza isicelo saso.**

Isithuba ngasinye masibe kwifom yesicelo eyahlukileyo. Izicelo ezifike emva kwexesha elibekiweyo okanye ezithunyelwe ngefeksi aziyi kwamkelwa.

Ukuba awukhange uve kuthi kwiinyanga ezi-3 zomhla wokuvala, nceda wamkele ukuba isicelo sakho asiphumelelanga.

**UMASIPALA WASEGEORGE UGCINE ILUNGELO LOKUNGAQESHI**

**UMHLA WOKUVALWA: 28 EYOMSINTSI 2022**

