

## EXTERNAL CIRCULATION

**DIRECTORATE: CORPORATE SERVICES**

**POST DESIGNATION: HUMAN RESOURCES OFFICER (LABOUR RELATION)**

**REF: 2504766**

**Salary** : R 375 600 – R487 584 T12 per annum  
**Service Benefits** : Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements, 13th Cheque and Group Life Insurance)

### **MINIMUM 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

### **PREFERRED REQUIREMENT:**

- Proven experience in representing the Employer at Conciliations and Arbitrations

### **COMPETENCIES:**

- Organisational Awareness
- Consulting
- Planning and Organising
- Monitoring and Control
- Negotiations
- Oral and written communication
- HR Service Delivery
- Industrial and Labour Relations
- Interpersonal Relationship
- Communication
- Service Delivery Orientation
- Action and Outcome Orientation
- Conflict Management
- Resilience
- Accountability and ethical conduct
- Problem Solving and Analyses

### **KEY PERFORMANCE AREAS:**

- Role out of Labour Relations policies and procedure in line with relevant legislation
- Verbal and written Labour Relations advice to management, staff and trade unions
- Advise line Managers on disciplinary matters, appeal processes and incapacity cases
- Oversee grievance procedure with facilitating of meetings
- Maintain an electronic grievance and disciplinary cases register
- Liaise 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 Agreement/ Organisational Rights Agreement
- Co-ordinate and monitor time- off for union activities
- Keep relevant Labour Relations statistics and analyse Labour Relations trends

- 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)**

Applicants must submit a formal application form and a comprehensive CV, copies of qualifications, identity document and driver's license. Applications must be submitted **electronically** preferably as one PDF document to [recruitment@george.gov.za](mailto:recruitment@george.gov.za). Application forms can be obtained from the Municipal website, [www.george.gov.za](http://www.george.gov.za) and must reach the Human Resource Department on or before 25 January 2023 at 12:00. **Applicants must clearly state the reference number and position title in the subject line of the email.**

**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: 25/01/2023**