

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES

POST DESIGNATION: HUMAN RESOURCES MANAGER: LABOUR RELATIONS - GEORGE

PERMANENT APPOINTMENT

WC0440778

REFERENCE: 3803627

CLOSING DATE: 2025-09-05 AT 16:30 PM

- Salary** : R 558 948 - R 725 592 per annum T14 (subject to TASK job evaluation outcome)
- Additional Service Benefits** : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance
- Perks** : Cellphone and Vehicle Allowance (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- A relevant 3 year tertiary qualification in Human Resources Management or related field
- 5 - 8 years' relevant experience with supervisory experience
- Valid Driver's License

COMPETENCIES:

- Core Professional Competencies: Organisational Awareness, Consulting, Planning and Organising, Monitoring and Control, Negotiation, Oral Communication, 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 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:

- 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.

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SPECIAL CONDITIONS ATTACHED TO THE POST

- Good interpersonal skills.
- Good written communication skills and accuracy.
- Ability to communicate in two of the three official languages of the Western Cape.
- Sound knowledge of Labour legislation.

ENQUIRIES: B CASSIM (044 801 9170)

PROBATION PERIOD: 6 months

INSTRUCTIONS TO APPLICANTS

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online before **05 September 2025** at **16:30 pm**.

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 may lead to disqualification:

- Applicants who attempt to gain favour with any members of the selection panel or any other employee or councillor for that matter, will be disqualified.
- Applicants who intentionally misrepresent information in pursuit of their own benefit will also be disqualified.
- According to the Local Government Municipal Staff Regulations (Gazette no. 45181), a person who was dismissed from a Municipality for any reason stated in Annexure E of the said Regulations, may not be employed in any Municipality before the period set out in the Annexure, has expired (refer to Local Government Municipal Staff Regulations: Annexure E).
- Late applications will not be accepted.
- Candidates who do not adhere to the instructions for pre-liminary evaluation, practical assessment and interviews will be disqualified.

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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.

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