

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES

POST DESIGNATION: HUMAN RESOURCES OFFICER LABOUR RELATIONS - GEORGE

PERMANENT APPOINTMENT

WC5881

REFERENCE: 4300426

CLOSING DATE: 2026-07-24 AT 16:30 PM

Salary : R 461 880 – R 599 592 per annum (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.
- 2-5 years relevant experience
- Computer Literacy (MS Office)
- 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 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 including 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.

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- 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.
- Roll out of labour relations policies and procedures in line with relevant legislation.
- Advise on alleged unfair labour practices, dismissals, victimisation and discriminations disputes.
- Represent the Municipality on labour related disputes, conciliations and arbitrations at SALGBC/CCMA.

ENQUIRIES: Bevin Cassim (044 8019505)

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 **2026-07-24** 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 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 evaluations, 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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