



ELUNDINI LOCAL MUNICIPALITY



EXTERNAL ADVERTISEMENT

NOTICE NO. 04/2021-2022

The Elundini Local Municipality a category B Municipality, incorporating Nqanqarhu, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Nqanqarhu, invites applications from experienced, qualified and committed individuals to the following positions:

CORPORATE SERVICES DEPARTMENT

LABOUR RELATIONS PRACTITIONER (TASK GRADE 11)

BASIC SALARY R 297 752.64 – R 386 497.32 per annum

MINIMUM REQUIREMENTS: • National Diploma in Human Resources Management/Labour Law • 3 years' experience in the Human Resources Management environment • Computer Literacy-MS Office Applications • Code EB Drivers' License.

KEY PERFORMANCE AREAS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

MAIN DUTIES: • **INDUSTRIAL RELATIONS FUNCTIONS:** • **CASE MANAGEMENT:**
• Facilitating the institution disciplinary processes against an employee whenever is found appropriate. • Keeping and updating the disciplinary and grievance register
• Coordinating the appointments of prosecutors and presiding officers for the disciplinary hearings • Providing administrative support in the actual sitting of disciplinary hearings/ arbitrations and/or grievance meetings.

• **INFORMATION DISSEMINATION:** • **TRAINING AND GUIDANCE:**
• Outlining roles and responsibilities associated with the specific union and shop floor activities to the newly appointed staff and making available copies of the Code of Conduct and Collective Agreement on Disciplinary Procedures • Facilitating quarterly information sharing sessions to keep staff members abreast of any developments relating to labour relations in the workplace.

• **ADMINISTRATION FUNCTIONS:** • **REPORTS/CORRESPONDENCE:** • Preparing reports on disciplinary/Grievance cases referred and attended to, outlining outcomes /awards for submission to the immediate superior • Compiling and presenting reports to the immediate superior referring to statistics to describe the industrial relations climate in the organization • Facilitate the sitting of LLF meetings on a regular basis by circulating notices and agendas to members.

VALUE STATEMENT

"The Elundini Municipality subscribes to high morals and principles to promote and maintain integrity of the Municipality".

EMPLOYMENT EQUITY STATEMENT:

Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons. Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found. The Council nevertheless appreciates the interest shown by applicants.

Applications should be addressed to:

Director Corporate Services

Elundini Local Municipality

P.O. Box 1

Nqanqarhu

5480

Faxed applications will not be accepted.

NB: For enquiries you can contact the Recruitment and Selection Officer: Ms. L. Sam at (045) 932 8192/8118 during office hours.

CLOSING DATE: 18 NOVEMBER 2021