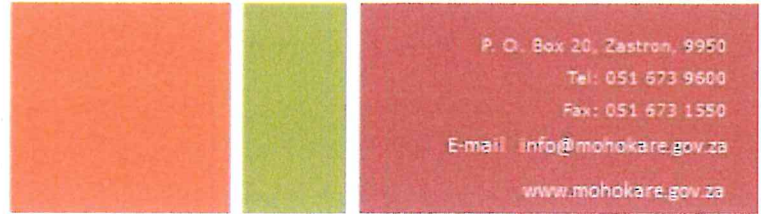




MOHOKARE
LOCAL MUNICIPALITY



P. O. Box 20, Zastron, 9950

Tel: 051 673 9600

Fax: 051 673 1550

E-mail info@mohokare.gov.za

www.mohokare.gov.za

Mohokare Local Municipality subscribes to the principles of the employment equity act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.

Applications are invited from suitably qualified persons to fill the following position.

EXTERNAL/INTERNAL ADVERT

LABOUR RELATIONS OFFICER – ZASTRON

REMUNERATION: R360 036.00 Per Annum plus benefits

QUALIFICATIONS AND REQUIREMENTS:

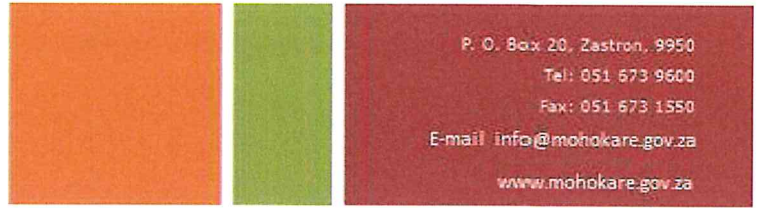
Applicants must have a recognized Bachelor Degree in Labour Relations/Law or equivalent qualification, Sound Knowledge of Labour Relations Act, Basic Condition of Employment Act and any other legislations. A minimum of 2-3 years' experience in Local Government will be added as advantage. Computer Literacy and Valid Driver's License.

The Candidate will report directly to the Human Resource Manager within the respective unit. The incumbent responsibilities will entail amongst others:

- Investigating allegations in terms of misconduct in the workplace.
- Conducting disciplinary hearing accordance with the Labour Relations Act 66 of 1995 and the Disciplinary Procedure Collective Agreement.
- Advising Management as well as Council on Labour matters and also draft items to the Labour Relations Forum and to Council
- Training of middle management and employees on the code of ethics, grievance procedures and other Council Policies
- Provide advice and assistance to management regarding employee relations issues
- Assist Manager with control procedures/processes associated with maintaining employment relations and industrial peace
- Prepare and represents the Municipality in cases referred to Conciliation/Arbitration



MOHOKARE
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CLOSING DATE: 22nd April 2024 @ 16H30

For enquiries contact the Human Resources division on 051- 6739600. ONLY MUNICIPAL APPLICATION FORMS (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 6 months) of qualifications and identity document must be submitted for the attention of:

Human Resource Manager

DC Matsoso

Mohokare Local Municipality


P.O. Box 20

Zastron

9950

Or Hand deliver application in the nearest Mohokare Municipal Offices. Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.


Mr. M. Mohale
Acting-Municipal Manager

