

EMTHANJENI MUNICIPALITY



NOTICE NO 46/2015

EXTERNAL ADVERTISEMENT

Emthanjeni Municipality, with its Headquarters in De Aar, invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: CORPORATE SERVICES

1. LEARNERSHIP: LABOUR RELATIONS (De Aar)

**Stipend: R2 500.00 per month
(Contract: 12 months)**

Requirements:

- Grade 12
- Diploma in Labour Relations/Industrial Relations/or equivalent qualification
- Experience 1 +year in Labour Relations
- Understanding of dispute resolution processes

Skills:

- Research
- Data analysis
- Stakeholder management
- Problem solving
- Communication
- Report writing
- Presentation and facilitation
- Applying technology

Responsibilities

- Handle labour relations matters
- Need to chair disciplinary hearings
- Deal with HR matters and labour matters

- Coordinate external labour disputes
- Serve as advisor to Management on labour matters
- Facilitate grievance procedure
- Manage disciplinary offences
- Manage incapacity
- Co-ordinate the functioning of a local labour forum

**2. GENERAL WORKER (CORPORATE SERVICES x1) (FINANCE x1)
(COMMUNITY SERVICES x4)**

Salary: R77 498.00 – R91 500.00 (Task Level 3)

Abovementioned post offers the following benefits:

13th Cheque
Pension fund benefits
Medical aid fund benefits
Leave and housing benefits

Key Requirements:

- Functional Literacy
- Experience: at least 3 months

The post requires of the incumbent to be in good health to perform duties as manual labour requires a good physical condition.

Responsibilities:

The incumbent of the post will be responsible to:

- Perform the general activities attached to the post
- Report to the Supervisor for execution of the duties of the post

Interested persons are requested to forward a comprehensive CV, together with certified copies of qualifications, to the Municipal Manager. Enquiries may be directed to the Mrs EV Diamane, Director: Corporate Services, on 053 632 9100.

Closing date: 16 October 2015 at 12h00

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000**

Notice 46/2015

- Canvassing for appointment will automatically disqualify an applicant.
- If no response to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- Correspondence will be limited to short-listed candidates.

The Municipality reserves the right not to make an appointment.

Prepared by:.....

Date:.....

Verified by:.....

Date:.....

Approved by:.....

Date:.....