

EMTHANJENI MUNICIPALITY



NOTICE NO 13/2023

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. INTERNSHIP: LABOUR RELATIONS (De Aar)

**Stipend: R 6 000.00 per month
(Contract: 6 months)**

Requirements:

- Grade 12
- Diploma in Labour Relations/Industrial Relations/or equivalent qualification
- Experience in Labour Relations will be an added advantage
- 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

Interested persons are requested to forward completed application forms, which can be found on the website of Emthanjeni Local Municipality at www.emthanjeni.co.za, or at all Emthanjeni Municipal offices together with a comprehensive CV and certified copies of qualifications. For enquiries contact the Manager: Support Services, Mrs DT Mjandana at 053 632 9100.

Closing date: Friday, 24 February 2023 at 12h00

**TW Msengana
Acting Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000**

Notice 13/2023

- **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.

Notice no: 13/2023

	DATES	SIGNATURE
PREPARED BY:		
RECOMMENDED:		
APPROVED BY		

TW MSENGANA

ACTING MUNICIPAL MANAGER

PO Box 42

De Aar

7000

Tel: 053 632 9100

