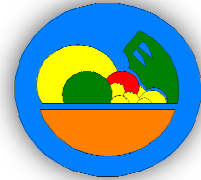




GREATER TZANEEN Municipality ADVERTISING



The following position is being advertised and applicants are welcome to apply.
CORPORATE SERVICES DEPARTMENT

LABOUR RELATIONS OFFICER
(Job Id Nr 4/1/3/001)

Salary: R427 123.10 per annum (Job level 4)

The job purpose of the Labour Relations Officer will be to deal with all matters pertaining to Labour Relations and Human Resources under the supervision of the Manager Human Resources. Expected results include disciplined workforce that will ensure increased performance which will have a positive impact on reaching of goals as set out in the IDP.

Key performance areas: The Labour Relations Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for:
▲ Co-ordinating of Disciplinary Process in order to ensure the effective implementation of Council's Labour Relations Policy
▲ Co-ordinating of Grievance Procedure to ensure that the correct advice to line management is provided and that the correct procedures are followed
▲ Monitoring and supervising activities of staff to ensure that work is performed according to normal operating activities or ad-hoc instructions received from supervisor and reports on activities performed
▲ Ensuring effectiveness and standardisation of personnel administration and recruitment and selection processes for the organisation
▲ Ensuring optimisation of computer system for capturing of personnel information
▲ Monitoring and providing feedback in terms of personnel administration and recruitment indicators
▲ Updating and keeping of all Pension Fund statistics and HR related Acts to ensure the updating of all related information.

Requirements: ● Grade 12 ● National Diploma in Labour Relations or equivalent ● Two years experience in labour relations field ● A Code B Driver's license is essential.

Applications on the compulsory prescribed application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing date: 10 February 2017 at 12:00

Further information can be obtained by phoning Mrs H Maake on tel no. 015- 307 8384/8006.
Greater Tzaneen Municipality is an Employment Equity Employer.

SR MONAKEDI – MUNICIPAL MANAGER

