



UMDONI MUNICIPALITY

THE J.E.W.E.L OF THE SOUTH COAST

MUNICIPAL NOTICE: 341/2024 LABOUR RELATIONS OFFICER PERMANENT POSITION

Applications are invited from suitably qualified, and or experienced person for the above mentioned position.

REQUIREMENTS

The applicant must have a Grade 12 Certificate • National Diploma / B Tech in Human Resource Management (NQF Level 6 / 7) • Code B Driver's license • 2 - 3 years relevant experience. **Skills:** Good communication skills • Good presentation skills • Ability to work effectively with the public • Computer literacy in MS office Packages **Knowledge:** Sound, practical knowledge of HR policies, procedures and legislation.

DUTIES

Investigating employee grievances reported of any perceived unfairness or unfair labour practices • Interpreting the nature of the case through studying of literature/ transcripts from enquiries • Researching case law and interpreting the relevance of outcomes to charges against the member • Scheduling meetings with the Management Representatives and providing guidance on the approach/ strategy on enquiries and hearings • Preparing and submitting the necessary documentation/ application forms indicating the Municipality's intention to proceed with the disciplinary action • Providing specialist advice on appropriate procedural action in respect of identified issues • Liaising with legal practitioners and briefing/ outlining investigational findings, procedural and substantive issues and mitigating factors to support favourable outcomes • Analysing evidence and interpreting the applicability of specific policies, procedures, legislation and case law • Presenting the case, calling on and questioning witnesses and presenting closing arguments • Prepare minutes and notifications of meetings • Preparing reports on disciplinary/ grievance cases referred and attended to, outlining outcomes/ awards to the respective Manager- Human Resources and specific Committees for perusal and comment. • Compiling and presenting reports, referring to statistics to describe the employee relation's climate in the organization • Corresponding with the Trade Unions on specific issues or requests and scrutinizing responses prior to circulation. • Maintaining case file containing documents, correspondence and outcome/ award determination and or accessing/ retrieving information upon request.

Salary: The bottom notch of a post level 3 of Category 2 of local Municipality i.e. minimum **R286 409.92** maximum **R314 618.07** p.a subject to job evaluation plus standard municipal benefits.

Applicants must forward a comprehensive Curriculum Vitae and certified copies of qualifications together with a covering letter in an envelope marked "Private and Confidential" to: The Human Resources Office, PO Box 19, Scottburgh, 4180 by no later than **10 January 2025** Alternatively, applications may be hand delivered to the Scottburgh Municipal Offices **No Faxed or Emailed Applications will be accepted.** Applicants who have not been contacted within 3 months from the closing date should consider their application to have been unsuccessful.

UMDONI MUNICIPALITY IS COMMITTED TO EMPLOYMENT EQUITY.

Council reserves the right not to make an appointment.

We thank all applicants for their interest. Communication will be with short listed candidates only.

Municipal Offices
Cnr Bram Fischer & Williamson Street
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Scottburgh
4180
Ph: (039) 976 1202

MR NG KUMALO
ACTING MUNICIPAL MANAGER