



# MATJHABENG LOCAL MUNICIPALITY

## Human Resources - MLM Vacancy

<b>Title</b>	SENIOR CHIEF LABOUR RELATIONS OFFICER
<b>Department</b>	CORPORATE SERVICES
<b>MLM Address</b>	391 Stateway Road, Welkom, 9459, ZA
<b>Salary</b>	R 696 000
<b>Benefits</b>	Bonus, housing subsidy, pension fund, medical aid and car allowance.
<b>Vacancy Code</b>	MLM_POST_2024_ID_146776
<b>Posting Date</b>	Wednesday, July 3, 2024

### **Key Performance Areas**

- Receive Complaints and liaise with relevant stakeholders.
- Administer and support disciplinary matters.
- Assess and recommend whether conduct warrants formal investigation.
- Provide advice regarding labour issues in the workplace.
- Advice and assist management on dispute resolution procedures.
- Advice management and staff on grievance and disciplinary processes.
- Ensure that the municipality complies with Labour Legislation.
- Liaise with management, employees and unions to keep them informed regarding Labour Relations matters.
- Keep a record of Labour Relations activities.
- Research relevant Case law, liaise with Labour Experts and compile Case Reports in preparation for Disputes.
- Prepare and represent the Municipality in cases referred for Conciliation/ Arbitration and ensure that professional support is made available to members in hearings/enquiries.
- Perform administrative duties in the section.
- Handle Labour Relations related enquiries.
- Handle Audit Queries.
  
- Preparing Reports and/or Items on Disciplinary/Grievance and Disputes cases referred and attended to, outlining Outcomes/Awards.
- Provides Information Sessions, Induction and guidance to Management on procedures and applications associated with specific Labour Relations processes.
- Compiling Reports, referring to statistics to describe the Labour Relations Climate in the

Municipality/work stoppages.

- Handling of correspondence with Lawyers/ Representatives, Trade Unions, Officials.
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## Minimum Requirements

Applicable B-Degree or Equivalent plus 3 years relevant experience. Understanding of local government legislations. Be computer literate especially in Microsoft Office Products. Sound knowledge of Local Government Administration. Valid Driver's license. Sound knowledge in Labour Law is essential. Experience as Labour Relations Practitioner will be an added advantage.

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## Enquiries

Enquiries regarding the positions can be forwarded to Mr N Mtirara (057) 391 3212.

Please note: If applicants are not contacted for an interview within six weeks after the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).

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## Closing Date

Wednesday, July 31, 2024

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Sincerely,

MLM Management

Adv. Lonwabo Ngoqo

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Please [Click here](#) MLM - Recruitment HandBook