



MATJHABENG LOCAL MUNICIPALITY

Human Resources - MLM Vacancy

Title	LABOUR RELATIONS OFFICER
Department	CORPORATE SERVICES
MLM Address	391 Stateway Road, Welkom, 9459, ZA
Salary	R 384 804 - 483 060
Benefits	May include a bonus, housing subsidy, pension fund, medical aid and car allowance.
Vacancy Code	MLM_POST_2024_ID_382976
Posting Date	Wednesday, July 3, 2024

Key Performance Areas

- Co-ordinates and controls procedures and research sequences associated with Disciplinary, Grievance cases and enquiries.
- Researching case law and interpreting the relevance of outcomes to the charges against the employee.
- Acting as advisor to the Presiding Officer in terms of procedure regarding the following:
Fairness and justness
 - Verdict
 - Record of Service
 - Mitigating circumstances
 - Aggravating circumstances
 - Sentence
- Compilation of outcome of disciplinary hearings / Appeals / Grievances.
- Advise and provide guidance to Management on dispute resolution procedures.
- Advise and provide guidance to Management and Staff on grievance and disciplinary processes.
- Ensure that the Municipality complies with Labour Legislation.
- Keep a record of Labour Relations activities.
- Research relevant Case law, liaise with Labour Experts and compile Case Reports in preparation for Disputes.
- Prepare case files containing all documents, correspondence, and outcome/ award determination and/or accessing/retrieving information on request.
- Perform administrative duties in the section.

- Handle Labour Relations related enquiries.
 - 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.
 - Co-ordinates Labour Relations training.
 - 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 2 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. Experience as Labour Relations Practitioner will be an added advantage.

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).

Closing Date

Wednesday, July 31, 2024

Sincerely,

MLM Management

Adv. Lonwabo Ngoqo

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