

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

P O BOX 48
GROBLERSDAL
0470
Tel: 013-262 3056



Civic Centre
2nd Grobler Avenue
GROBLERSDAL,
0470

Elias Motsoaledi Local Municipality with its seat in Groblersdal, Limpopo Province is committed to the achievement, maintenance and equity in employment, especially with respect of race, gender and disability. Suitably qualified candidates are hereby invited to apply for the posts as indicated below.

INTERNAL / EXTERNAL

Department: CORPORATE SERVICES

Position : LABOUR RELATIONS OFFICER

Reference No. : CS01/2017LRO

This position seeks to attract	African Female	Indian Male	African Male	White Female	Colored Female	White Male	Colored Male	People with Disability
	X			X	X			X

Remuneration : R236 364,00 p.a. (excluding employment benefits and allowances where applicable)

Job Purpose: To render services in Labour Relations and Human Resources

Minimum Requirements:

Degree/ National Diploma in Labour Relations or equivalent, Unendorsed Drivers' license, Computer literacy. Two (2) years relevant experience, Communication skills, interpersonal and conflict management skills. Good listener and analytical abilities.

Skills & Expertise:

Good knowledge and understanding of relevant policy and legislation, Attention to detail, Negotiation skills, Interpersonal and communication skills

Duties & Responsibilities: To provide employee labour relations services to the Municipality, provide advisory services to management on all labour relations matters including labour relations policies, disciplinary codes, procedural and substantive fairness practices, dispute resolution, CCMA of labour disputes, and adjudication of labour disputes in the courts. Communicate Collective bargaining matters to the staff and management. Convene and provide secretariat services to the Local Labour Forum.

Department: CORPORATE SERVICES

Position : HUMAN RESOURCE INTERN (2 years contract)

Reference No. : CS02/2017HRI

This position seeks to attract	African Female	Indian Male	African Male	White Female	Colored Female	White Male	Colored Male	People with Disability
	X			X	X			

Remuneration : R100 000 p.a. (*fixed total cost to company*)

Job Purpose : To render services in Human Resources

MINIMUM REQUIREMENTS:

Grade twelve (12) Certificate, Degree/ National Diploma or N6 Certificates in Human Resources Management
Computer literacy – MS Office. Communication skills, Interpersonal and conflict management skills, ability to work under pressure.

RESPONSIBILITIES: Partake in the Human Resource planning programmes. Provide support, advice and implement activities covering all conditions of employment services, namely leave, UIF, Medical and legal aid, etc. assist in the development and implementation of Human resource personnel records management system in line with the municipal records management system and legislation.

Department: CORPORATE SERVICES

Position : LABOUR RELATION INTERN

Reference No. : CS03/2017ILR

This position seeks to attract	African Female	Indian Male	African Male	White Female	Colored Female	White Male	Colored Male	People with Disability
	X			X	X			

Remuneration : R100 000 p.a. (*fixed total cost to company*)

Minimum requirements:

Degree / National Diploma in Labour Relation or N6 Certificate in Human Resources Management majoring in Labour Relations or equivalent,

Computer literacy – MS Office, Communication skills, Interpersonal and conflict management skills.

Responsibilities: Assist in the Provision of advisory and support services to the Labour relations division including Clarity on Labour relations policies, Disciplinary codes, Procedural and substantive fairness practices, Dispute resolution, Disciplining of employees, Conciliation, mediation and arbitration of Labour disputes, Adjudication of Labour disputes in the courts, Collective bargaining matters: Communicate resolutions and decisions of collective bargaining processes, assist in convening and providing secretariat services to the Local Labour Forum.

PLEASE NOTE: Applications for the posts must be submitted on an official application form, obtainable from the Human Resources Manager/ downloadable from www.eliasmotsoaledi.gov.za/vacancies.htm, and must be accompanied by a detailed curriculum vitae, accompanied by recently (not older than 3 months valid) certified copies of qualifications with a covering letter indicating the post applied for in well-marked envelope. And must be submitted to the attention of the Municipal Manager, PO Box 48, Groblersdal 0470 or hand delivered and put in the Marked Box for Vacancies at 2nd Grobler Avenue, Groblersdal 0470. Further information can be obtained from: **L.M. Mafiri** (HRM) during working hours at Tel: (013) 262 3056/7/8/9. Shortlisted candidates will be subjected to information/ qualifications verification process. Successful candidate will be required disclose the financial interests.

NB: If no response is received within a month (30 days) after the closing date of the advert, please regard your application as unsuccessful. Failure to submit all required documents and recently certified certificates will render the application invalid. A candidate who canvasses any councilor or official for preference will be disqualified immediately from the selection process or from appointment. All candidates shall be subjected to vetting before confirmation of permanent appointment. The Municipality reserves the right to appoint or not to appoint.

Closing date: 11 September 2017

R.M MAREDI
MUNICIPAL MANAGER