



Thembisile Hani Local Municipality invites suitably qualified applicants for the following vacant positions.

CORPORATE SERVICES DEPARTMENT

ASSISTANT MANAGER LABOUR RELATIONS

Ref: THLM/CS/02

Workstation: Mthombomuhle (Thembisile Hani Local Municipality: Corporate Services)

Term of Office: Permanent

Salary: R 598,578 p.a. (Excluding benefits)

Task Grade 15.1

Minimum requirements: A relevant 3-year tertiary qualification in Labour Relations / Human Resources Management. 5-8 years or relevant experience covering a broad range of labour relations functions and at least 3 years supervisory experience, computer literacy, valid code 8 driver's license.

Competencies: Organisational Awareness, Consulting, Planning and Organizing, Monitoring and Control, Negotiation, Oral and Written Communication, Change Management, Conflict Management

Key Performance Areas: Design, develop, review, and implement Labour Relations Strategy and policies according to the regulatory guidelines, Application of relevant labour relations, attending and resolving disputes and grievances, implementing procedures associated with disciplinary and grievances, rendering assistance and guidance to management with disciplinary hearings and representing council at Bargaining Council & CCMA, presenting cases, questioning of witnesses and presentation of closing arguments. Maintain good relations with Labour Unions. Ensuring that policies and practices are in harmony with each other and do not conflict with legislation.

Applications must be submitted on the prescribed “**General application**” form obtainable from the HR Office/Municipal website: www.thembisilehanilm.gov.za. An application should include a comprehensive CV with at least three contactable references. Certified copies (not older than six months) of qualifications & ID document/card can be submitted to: The Municipal Manager: Thembisile Hani Local Municipality, Private Bag x 4041 Empumalanga 0458 or can be deposited at Thembisile Hani Local Municipality Stand No 24 Mthombomuhle (Kwaggafontein ‘C’) in a Marked Drop Box for vacancies. No faxed or e-mailed applications will be accepted.

Failure to fill and sign the prescribed application form will automatically disqualify the applicant.

Thembisile Hani Municipality is an equal opportunity, affirmative Action Employer and all appointment made will be in accordance with the Employment Equity Act. Preference will be given to suitable qualified designated groups in accordance with the Municipal Employment Equity Plan.

CLOSING DATE: 23 May 2024 @ 16H00

Enquiries to Human Resources: Tjia NP or Mfiso NA at 013 986 9169

NB: Canvassing in respect of these positions will lead to disqualification of the applicant. If you have not received any correspondence from the municipality within six (6) weeks after the closing date of this advertisement, you should consider your application unsuccessful.

The council reserves the right not to appoint and no correspondence will be entered into. Candidates must be willing to be subjected to background screening and/or security clearance process.

**Mr. DJD Mahlangu
Municipal Manager**