

MOSSEL BAY MUNICIPALITY
Mossel Bay Municipality, an employer committed to equal employment, invites persons
to apply for the undermentioned vacancy

LABOUR RELATIONS OFFICER:
HUMAN RESOURCES MANAGEMENT
(CORPORATE SERVICES)

MOSSEL BAY

PERMANENT APPOINTMENT

**APPLICANTS RESIDING WITHIN THE WESTERN CAPE SHALL BE CONSIDERED FOR
THE SHORTLIST OF CANDIDATES**

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Minimum NQF Level 6 Qualification in Law
- Minimum of 2 to 5 years' relevant experience
- Valid Code B driver's license (manual vehicle)
- Computer literate (MS Office applications)
- Proficient in at least 2 of the 3 official languages of the Western Cape

PREFERRED REQUIREMENTS

- LLB degree and admitted attorney
- Experience as an attorney

COMPETENCIES REQUIRED

Core Professional Competencies:

- Understands and internalizes the municipality's policies and procedures
- Displays thorough knowledge of subject matter
- Listens well, is receptive and encourages participation and mutual understanding
- Understands negotiation techniques and processes

Functional Competencies:

- Analyses and investigates labour relations issues impartially and thoroughly
- Is aware of staff issues and conducts background research on issues in preparation for negotiations
- Utilises terminology and format expected of a legally binding document

Public Service Orientation:

- Able to engage professionally and effectively with internal and external stakeholders on various levels
- Organises and presents own perspective in a logical manner

Personal Competencies:

- Shows emotional resilience and handles difficult situations effectively
- Stays calm and focused under pressure
- Demonstrates objectivity, thoroughness, insightfulness and probing behaviour when approaching problems

Leadership Competencies:

- Provides clear sense of purpose and focuses on the successful completion of objectives
- Participates actively as a member of the team to move the team

KEY PERFORMANCE AREAS

- Prepare disciplinary and grievance procedures in accordance with prescribed policies and collective agreements
- Prepare and represent the municipality in cases referred for conciliation/arbitration at the Bargaining Council or CCMA when and where required
- Arrange disciplinary hearings and Local Labour Forum meetings
- Report to Bargaining Council on the functioning of the Local Labour Forum
- Draft items to the Local Labour Forum and to Council
- Provide advice and assistance to management regarding employee relations issues
- Assist manager with control procedures/processes associated with maintaining employment relations and industrial peace
- Allocate work to subordinates and conduct functional meetings with subordinates
- Advise, negotiate and consult with various stakeholders during meetings/per telephone/in writing

SALARY SCALE: All-inclusive total package of ± R507 188.11 – R648 417.99 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R366 826.92 – R476 138.88 per annum (T12)

CLOSING DATE: 21 APRIL 2023

(No applications received after 13h00 will be accepted)

GENERAL:

- Shortlisted candidates may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- ***Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant.***
- **Applications in writing on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, must be directed to: The Senior Manager Human Resources, P O Box 25, Mossel Bay, 6500. Alternatively, **electronic applications accompanied by the official application form and a comprehensive CV may be e-mailed to admin@mosselbay.gov.za**. These conditions are compulsory and **failing to comply will automatically lead to disqualification of the applicant.**
- Application forms are available on the Municipal website (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- Original certified copies of proof of qualifications and other required documentation must accompany the CV and application form.
- Shortlisted candidates who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- For equity purposes please indicate your race, gender and disability status on the application form.
- Further details are obtainable from Ms N De Wet or Ms F Mpondo at telephone number (044) - 6065000.
- If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.
- The Mossel Bay Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

MR. C PUREN
MUNICIPAL MANAGER

MOSELBAAI MUNISIPALITEIT
Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelykheidsindiensneming nooi
persone om vir die ondergemelde vakature aansoek te doen

ARBEIDSVERHOUDINGEBEAMPTTE:
MENSLIKE HULPBRONNEBESTUUR
(KORPORATIEWE DIENSTE)

MOSELBAAI

PERMANENTE AANSTELLING

AANSOEKERS WOONAGTIG BINNE DIE WES-KAAP SAL VIR DIE KORTLYS VAN
KANDIDATE OORWEEG WORD

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Minimum NKR Vlak 6 Kwalifikasie in Regte
- Minimum 2 tot 5 jaar relevante ondervinding
- Geldige Kode B Bestuurderslisensie (handrat voertuig)
- Rekenaargeletterd (MS Office toepassings)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap

VOORKEUR VEREISTES

- LLB Graad en Toegelate Prokureur
- Ondervinding as 'n Prokureur

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhe:

- Verstaan en internaliseer die Munisipaliteit se beleide en prosedures
- Toon in-diepte kennis van onderwerp saak
- Luister goed, is ontvanklik en bemoedig deelname en wedersydse begrip
- Verstaan onderhandelingsstegnieke en prosesse

Funksionele Bevoegdhe:

- Ontleed en ondersoek arbeidsverhoudinge kwessies onpartydig en deeglik
- Is bewus van personeelkwessies en doen agtergrondsondersoek oor kwessies ter voorbereiding vir onderhandelings
- Gebruik terminologie en formaat soos verwag in 'n regsbindende dokument

Publiekediens Oriëntasie:

- In staat om professioneel en effektief met interne en eksterne belanghebbendes op verskeie vlakke te skakel
- Organiseer en lê eie perspektief op 'n logiese wyse voor

Persoonlike Bevoegdhe:

- Toon emosionele veerkragtigheid en hanteer moeilike situasies effektief
- Bly kalm en gefokus onder druk
- Demonstreer objektiwiteit, deeglikheid, insig en peil gedrag wanneer probleme benader word

Leierskap Bevoegdhe:

- Gee duidelike doelsin en fokus op die suksesvolle voltooiing van objektiewe
- Neem aktief deel as 'n lid van die span

SLEUTEL PRESTASIE AREAS

- Berei dissiplinêre en griewe prosedures voor in ooreenstemming met voorgeskrewe beleide en kollektiewe ooreenkomste
- Berei voor en verteenwoordig die Munisipaliteit in sake verwys vir konsiliasie/arbitrasie by die Bedingingsraad of "CCMA" wanneer en waar vereis nodig
- Reël dissiplinêre verhore en Plaaslike Arbeidsforum vergaderings
- Rapporteer aan Bedingingsraad op die funksionering van die Plaaslike Arbeidsforum
- Stel items op vir die Plaaslike Arbeidsforum en die Raad
- Verleen advies en bystand aan bestuur rakende werknemersverhouding kwessies
- Verleen bystand aan bestuurder met beheerprosedures/prosesse geassosieerd met instandhouding van diensverhoudinge en industriële vrede
- Allokeer werk aan ondergeskiktes en hou funksionele vergaderings met ondergeskiktes
- Adviseer, onderhandel en konsulteer, en met verskeie belanghebbendes gedurende vergaderings/telefonies/skriftelik

SALARISSKAAL:

Alles-insluitende totale pakket van ± R507 188.11 – R648 417.99 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjek ingesluit.

BASIESE SALARIS: R366 826.92 – R476 138.88 per jaar (T12)

SLUITINGSDATUM: 21 APRIL 2023

(Geen aansoeke ontvang na 13h00 sal aanvaar word nie)

ALGEMEEN:

- Kortlyskandidate mag onderwerp word en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- **Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod deur die Munisipaliteit gemaak word aan, en deur die aansoeker aanvaar is nie.**
- **Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV** wat as vertroulik beskou sal word, moet gerig word aan: Die Senior Bestuurder: Menslike Hulpbronne, Posbus 25, Mosselbaai 6500. Alternatiewelik **kan elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV per e-pos gestuur word aan admin@mosselbay.gov.za.** Hierdie voorwaardes is verpligtend en **versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.**
- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersone hieronder genoem.
- Oorspronklike gesertifiseerde kopie van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- Kortlyskandidate wie elektronies aansoek gedoen het moet die **oorspronklike** gesertifiseerde kopie van kwalifikasies en ander vereiste dokumentasie op of voor die datum van die praktiese toets voorsien.
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremdheidstatus aan.
- Verdere besonderhede is verkrygbaar by Me N de Wet of Me F Mpondo by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 40 dae na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
- Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Diensbillikheid, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone.

**MNR. C PUREN
MUNISIPALE BESTUURDER**

UMASIPALA WASEMOSEL BHAYI

UMasipala waseMossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulingana umema abantu ukuba benze izicelo zesi sithuba silandelayo

IGOSA LOBUDLELWANE BABASEBENZI **ULAWULO LWEMITHOMBO YEZENGQESHO** **(IINKONZO EZIDITYANISIWEYO ZOSHISHINO)**

EMOSSEL BHAYI **INGQESHO ESISIGXINA**

(ABENZI-ZICELO ABAHLALA PHAKATHI ENTSHONA-KAPA BAYAKUQWALASELWA KULUHLU OLUFUTSHANE LWABAGQATSWA)

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Ubuncinane isiqu seMfundo yeSigaba NQF 6 kwezoMthetho
- Ubuncinane iminyaka emibini (2) ukuya kwemihlanu (5) amava angqamene nalo msebenzi
- limpepha-mvume zokuqhuba zeNqanaba B (kwisithuthi esitshintshwayo)
- Ulwazi ngeNgqondo-mtshini i(Khompyutha) linkqubo zika – MS Office}
- Ube ugqibelele kwiilwimi ezimbini (2) ukuya kwezintathu (3) ezisesikweni eNtshona-Kapa

IIMFUNO EZIKHETHEKILEYO:

- Isidanga se LLB kwaye ube wamkelwe njengeGqwetha
- Amava njengeGqwetha

OKULINDELEKE UKUBA UKWAZI UKUKWENZA

Ugqibelelo lobuganqa-phambili Lolwazi:

- Ukuyiqonda kwanokuyinyanzelisa ngaphakathi imigaqo-nkqubo kunye nemigaqo kamasipala
- Ukubonakalisa ulwazi oluphangaleleyo kumbandela ophantsi kwengxoxo
- Ukumamela ngenyameko, ukwamkela ngomdla kwanokukhuthaza ukuthatyathwa kwenxaxheba kwanokuqondana ngokuhlangeneyo
- Ukukuqonda ubuchule bokuthetha-thethana kunye neenkqubo ezimayelana nako.

Ugqibelelo ngokungqamene nomsebenzi:

- Ukuhlalutya kwanokuphanda imibandela emayelana nomsebenzi ngendlela engathabathi cala nangenyameko
- Ube unolwazi ngemibandela yabaqeshwa kwanokwenza uphando ngemvelaphi kwimibandela ngenjongo yokulungiselela uthetha-thethwano
- Ukusebenzisa isigama kunye nendlela efanelekileyo elindeleke kumaxwebhu anezibophelelo zomthetho.

Uqhelwaniso neNkonzo kaRhulumente:

- Ube uyakwazi ukuqhakamshelana ngokufezekileyo kunye nabo babandakanyekayo ngaphakathi engqeshweni nangaphandle ngokwamabakala awohlukeneyo
- Ukuququzelela kwanokunikezela olwakho uluvo ngendlela enengqiqo nelandelelanayo.

Ubuchule obulindelekileyo emntwini-ubuqu:

- Ukubonakalisa ukomelela ngokwemvakalelo kwanokusombulula iimeko ezinzima ngokufezekileyo
- Ukuhlala uzolile ukumoya ophantsi xa uphantsi koxinzelelo
- Ukubonakalisa ukungathabathi cala, inyameko, ulwazi olunzulu kwanokuthintela isimo esigwenxa xa uqubisene neengxaki.

Ubuchule bokukhokela:

- Ukunikezela ingcaciso ecacileyo kwanokuqwalasela nzulu ekuqunyelweni ngempumelelo zonke izijoliselo
- Ukuthabatha inxaxheba ngokwenza njengelungu leqela ekukhokeleleni iqela ekuzalisekiseni kwezijoliselo.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulungiselela iinkqubo zoluleko zezikhalazo ngokungqamene nemigaqo-nkqubo emiselweyo kwakunye nezivumelwano zengqesho
- Ukulungiselela kwanokumela umasipala kumatyala aye agqithiselwa kumaqonga okusombulula iimbambano ku SALGA okanye ku CCMA xa kuyimfuneko
- Ukulungiselela iimviwo zoluleko kunye neentlanganiso zeQonga Labasebenzi langaphakathi
- Ukwenza ingxelo kwi SALBC malunga nokusebenza kweQonga Labasebenzi langaphakathi
- Ukuqulunqa imibandela eya kwiQonga Labasebenzi langaphakathi nakwiBhunga
- Ukunika ingcebiso nenkxaso kulawulo malunga nemibandela yobudlelwane babasebenzi
- Ukuncedisa umphathi kulawulo lweenkqubo ezingqamene nokugcinwa kobudlelwane engqeshweni kwakunye noxolo kwindawo yengqesho
- Ukunikezela imisebenzi kubaqeshwa abenza ingxelo kwanokubamba iintlanganiso zomsebenzi kunye nabo baphantsi kwakho
- Ukucebisa, ukugqithisa ulwazi, ukuthetha-thethana, ukuqhakamshelana, ukuthabatha inxaxheba kwanokucwangcisa imibandela kunye nabo bachaphazelekayo ngexesha leentlanganiso/ngomnxeba/ngembalelwano

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne ±R507 188.11. – R648 417.99 ngonyaka. Izibonelelo ezinjengo-Ncedo Lonyango, ingxowa yomhlala-phantsi, i-inshorensi yomqeshi, intlawulo yeBhonasi zibandakanyiwe apha

UMVUZO OSISISEKO: R366 826.92 – R476 138.88 ngonyaka (T12)

UMHLA WOKUVALA: 21 APRELI 2023

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane baya kulindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo kubandakanya ukuvavanyelwa izakhono zokuqhuba
- ***.Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.***
- **Izicelo ezibhaliweyo kwifomu esesikweni nezikhatshwayi-CV egqibeleleyo, neyakuthatyathwa njengeyimfihlo, kufuneka zingeniswe ku: The Senior Manager (Human Resources), P.O. Box 25, Mossel Bay, 6500. Kungenjalo, izicelo ezenziwe ngobuchwepheshe nezikhatshwa yifomu yesicelo esesikweni kunye ne CV egqibeleleyo zingathunyelwa nge-imeyile ku admin@mosselbay.gov.za Le miqathango isisinyanzelo kwaye ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.**
- lifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) okanye ungazithumela nge-imeyile xa uthethe waqhakamshelana nabantu abachazwe apha ngezantsi
- likopi zeziqinisekiso zeziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo

- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiweyo zeziqo zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn F Mpondo kule nombolo yomnxeba (044) - 606 5000.
- Ukuba umenzi-sicelo akafumenanga mpendulo kwisicelo sakhe kwisithuba seentsuku ezingama-40,angathabatha ukuba isicelo sakhe asamkelekanga.
- uMasipala waseMossel Bhayi uzibophelele ekuthobeleni iimfuno zoMthetho weNgqesho ngokulingana,Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelekile ngaphambili kunye nabakhubazekileyo

MNU C PUREN
UMPHATHI KAMASIPALA