



(EXTERNAL ADVERTISEMENT)

DIRECTORATE: STRATEGIC SUPPORT SERVICES
DIVISION: HUMAN RESOURCES
LOCATION: WORCESTER

SENIOR LABOUR RELATIONS OFFICER
(PERMANENT)

SALARY R 425 192.88 – R 551 910.34 per annum [T13]
TOTAL COST TO COUNCIL: R 604 459 – R 767 826 per annum

(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)

Ref: SSS/HR01/0224

Job Purpose: To render effective and efficient labour relations functions and to ensure compliance with relevant legislation, collective agreements, and Council policy.

Duties: Manage the short and long term of objectives of the section • Manages and controls organisational change and development through the formulation of related policies and procedures, ensuring proper application of collective agreements applicable to the section and presents same to the Manager: Human Resources • Interpret the relevant legislation applicable to labour relations • Implement measures to ensure an effective labour relations function • Represent the employer at the disciplinary hearings or proceedings, internally and at the local government bargaining council • Manages, directs and controls outcomes associated with the utilization, productivity and performance of personnel in the section • Training staff in accordance with the relevant legislation • Communicate and liaise with role-players during bargaining processes and labour unrest • Communicating and liaising with internal staff and external institutions • Compliance with legislation applicable to labour • Attend to procurement processes in line with the relevant legislation and policies • Performs tasks/activities associated with the financial control of the section's functionality • Attend to financial year-end processes • Compliance with records management • Ensure effective administration

Minimum Requirements:

- A relevant LLB Degree
- 5 years relevant experience in labour relations or legal field.
- Valid Code B driver's licence.
- Computer Literacy: MS Office.
- Proficient in two (2) of the three (3) official languages in the Western Cape.

Preferred Requirements:

Of the 5 years relevant experience, at least 3 years must be in the labour relations field.

Competencies: (For a detailed description of the competencies, read competency level 3 from pages 360/379 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/>)

Core Professional Competencies: Organizational Awareness, Consulting, Planning & Organizing, Monitoring & Control, Negotiation, Oral Communication, Written Communication

Functional Competencies: Change Management, HR Technology / Information Management, HR Service Delivery, Strategic HR Management, Talent Management, Workforce Planning, Learning & Development, Occupational Health & Safety, Compensation & Benefits Management, Performance Management, Employee Wellness, Industrial & Labour Relations

Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation

Personal Competencies: Action Orientation, Conflict Management, Resilience, Learning Orientation, Accountability & Ethical Conduct, Problem Solving & Analysis.

Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting

PLEASE NOTE: *Please read the below conditions carefully, only those who comply with the conditions will be considered.*

1. **Candidates who previously applied to the post are encouraged to re-apply.**
2. No late applications will be considered.
3. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
4. **Only online applications will be accepted via the link: <https://bvmjobs.mcidirecthire.com>**
5. **When applying via the link above please ensure that you fill in all required fields.**
6. **Also attach an updated CV (Including details of at least three (3) contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
7. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement subject to probation per the Local Government: Municipal Staff Regulations.
8. **For enquiries contact the Human Resources Office at 023 348 4961** or by email address quoting the reference at jobs@bvm.gov.za
9. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
10. Fraudulent qualifications documentation will immediately disqualify any applicant.
11. If you have not heard from us within sixty (60) days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **01 March 2024 at 13:00.**

The Municipality reserves its right not to make an appointment.