

**PIXLEY KA SEME  
DISTRICT MUNICIPALITY**

**VACANCIES**

Pixley ka Seme District Municipality, an equal opportunity, affirmative action employer headquartered in De Aar, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career opportunity:

**LABOUR RELATIONS OFFICER**

**REQUIREMENTS**

- B.Degree in Labour Relations /Law
- 2-3 years experience in Labour Relations
- Sound written and communication skills (especially regional speech)
- Report writing skills
- Sound knowledge of Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act and other related Legislation
- Computer literacy
- A valid code B drivers licence

**RESPONSIBILITIES**

Representing the Employer in all eight (8) Local Municipalities within the Pixley ka Seme Region in disciplinary hearings and labour related matters by:

- Investigating allegations in terms of misconduct in the workplace within the region.
- Instituting charges on the reported misconducts if a prima facie case was found during investigation as well as preparing evidence and witnesses
- Conducting disciplinary hearings in accordance with the Labour Relations Act 66 of 1995 and the Disciplinary Procedure Collective Agreement
- Presenting the case, substantiate and presenting the Employers rights as well as grounds in each case by prosecuting on the matter before the tribunal
- Monitoring proper implementation of Labour Relations Policies e.g. Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, and all other Legislations
- Advising Management as well as Council on Labour matters
- Training of middle management and employees on the code of conduct, grievance procedures and other Council policies
- Prepares and represents the Municipalities in cases referred for Conciliation/Arbitration
- Performs specific administrative tasks/responsibilities associated with the functionality

**Note: The job requires travelling in the region.**

**BASIC SALARY: (T12) R 31 622 – R 41 051 per month + fringe benefits**

**ENQUIRIES:** Mr SB Ntamehlo, Manager : Human Resources and Development , Telephone number 053-631 0891

**Letters of application, accompanied by a full CV and certified copies of qualifications, certificates, ID and valid driver's licence must be forwarded to the Municipal Manager, Pixley ka Seme District Municipality, Private Bag X1012, DE AAR 7000**

Fraudulent qualifications or documentation, including driver's licences, will immediately disqualify any applicant.

Applicants in possession of foreign qualifications must submit proof of verification of such qualifications verified by the South African Qualifications Authority.

All qualifications and candidates will be subjected to vetting

Pixley ka Seme District Municipality has a firm commitment to the advancement of the previously disadvantaged, including women and the disabled.

Canvassing will immediately disqualify candidates from appointment.

If no notification regarding this advertisement has been received within two months of the closing date, please assume that the application was unsuccessful.

Correspondence will be limited to short listed candidates.

The Municipality reserves the right not to make any appointment.

**NB: In terms of our Employment Equity Plan disabled people are encourage to apply for the positions.**

**Note: No faxed or e-mail applications will be considered.**

**Closing date: 04 March 2023**



Isak Visser  
Municipal Manager  
Pixley ka Seme  
District Municipality  
Private bag X1012  
De Aar , 7000