



## VACANCIES

**CLOSING DATE: 5 April 2019**

Invitations are invited from applicants who meet the requirements of the following vacancies

VACANCY	REMUNERATION LEVEL
1. Legal/LRO Manager	Post Level 3 – R 22,804 per month -
<b>REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>➤ Law Degree</li> <li>➤ 2-5 years' work experience [Preferably in Human Resources / Industrial Relations / Law Firm / Bargaining Council / CCMA]</li> <li>➤ Litigation experience</li> <li>➤ Good knowledge of HR practices, municipal legislation, human resources policies and bargaining council agreements</li> <li>➤ Extensive knowledge of Labour law, skills development, disciplinary procedures and hearings,</li> <li>➤ Dealing with unions</li> <li>➤ Excellent writing skills</li> <li>➤ Good interpersonal and communication skills</li> <li>➤ Be able to work independently</li> <li>➤ Computer literate (Ms Word / Excel)</li> <li>➤ Fluent in Afrikaans/English/Setswana</li> <li>➤ Good negotiating skills</li> <li>➤ Conflict handling skills</li> <li>➤ Labour Relations Legislative Interpreting skills</li> <li>➤ Project Management Skills</li> <li>➤ Group facilitation skills</li> <li>➤ Code B driver's license</li> </ul>	
<b>DUTIES</b>	
<ul style="list-style-type: none"> <li>➤ Serve as legal advisor to the municipality and as a Labour Relations Officer</li> <li>➤ Oversee every aspect of the municipality's legal affairs</li> <li>➤ Responsible for lawsuits, regulation compliance and training of staff on municipal policies and to stay within the prescripts of applicable municipal legislation</li> <li>➤ Investigate if a staff member does not comply with legislation</li> <li>➤ Oversee lawsuits, possibly acting as litigator,</li> <li>➤ Ensure the municipality fills out and submit all its legal paperwork</li> <li>➤ To render sound Labour relations to minimize conflict, increase productivity and efficiency</li> <li>➤ To establish and control requirements associated with this post requires an in depth understanding of municipal legislation</li> <li>➤ The application of employment related legislation and various policies and procedures regulating employment conditions, workplace conflict and resolution</li> </ul>	

- Co-ordinate all external referred disputes i.e. Labour Court, CCMA
- Advise Council and management on disputes
- Arrange and collate background information on disputes
- Conduct preliminary investigations and compile background reports for submission to Bargaining Council
- Research relevant case law
- Liaise with Labour experts and compile case reports in preparation of disputes for either arbitration and CCMA
- Represent the Council if needed or assist the Council to appoint qualified representatives with regards to Labour disputes
- Coordinate the functioning of the Local Labour Forum,
- Ensure formal engagement between Labour and employer for purposes of consultation and negotiation
- Give advice to management, staff and unions on Labour related matters
- Evaluate policies and procedures in line with Labour legislation
- Build and maintain constructive relations with unions, management and Councillors
- Ensure compliance with relevant collective agreement
- Monitor and give advice with the handling of disciplinary hearings/incapacity hearing
- Conduct preliminary investigations to establish the need for formal disciplinary procedures to be proceeded with
- Coordinate and facilitate Labour Relations Training
- Implement and maintain strike contingency plans
- Keep record of daily Labour Relations related activities
- Update records and files to maintain a database of Labour matters

VACANCY	REMUNERATION LEVEL
<b>2. INFORMATION TECHNOLOGY SUPPORT OFFICER</b>	<b>Post level 5 – R 18,700 per month</b>
REQUIREMENTS	
<p>Information Technology Diploma [NQF Level 4] or A+, Network+, MCSE 2003 [Microsoft Certified Systems Engineering 2003]</p> <p>2-3 years relevant work experience</p>	
DUTIES	
<p>Co-ordinates tasks/ activities associated with the provision of End User support and analyses, diagnoses and resolves software/ hardware related problems ensuring optimum and uninterrupted functionality of operating systems and applications within the municipality.</p> <p>Co-ordinates specific sequences associated troubleshooting and problem-solving application problems and installs new software and/ or hardware.</p> <p>Provides support associated with the capability of application software, peripheral devices, connectivity, and / or functionality of operating software and hardware devices.</p> <p>Analyses and provides recommendations pertaining to the information systems hardware/ software and / or capacitates end –user on specific applications.</p> <p>Performs specific administrative activities associated with the functionality, by</p> <ul style="list-style-type: none"> <li>• Maintain the Operating system of the servers and security software utilized on the network, including the addition of new users to the network and establishment of the rights and privileges.</li> <li>• Perform routine backups of files stored on the network to assist with disaster recovery.</li> </ul>	

- Monitor Network to ensure network availability to all system users and perform necessary maintenance to support network availability.
- Management and supervision of use of security measures to protect data of the municipality.

#### **General Functions.**

Performance specific administrative activities associated with the functionality, by

- updating asset details of computer equipment and accessories located within the Division
- maintaining records of licenses permitting the user of specific software.
- Submitting quality reports on user and support.
- Inter acting with the Buyer and/ or communicating with external suppliers to provide costs/ quotations for new equipment/ software and submitting to the immediate superior for approval.
- Doing research about new technology.

**NB: Only our official municipal APPLICATION FOR EMPLOYMENT FORM will be accepted (Obtainable at the Human Resources Office) and must be clearly marked with the Post Title and accompanied by proof of experience (as required), certified copies of certificates and qualifications.**

**All duly completed applications for employment must be directed for the attention of Manager Personnel (P. Mogale), Corporate Wing. Municipal Head Office, Wolmaransstad before 12h00, 5 April 2019.**

**VE ZIKALALA  
MUNICIPAL MANAGER  
Private Bag X3  
Wolmaransstad  
2630**

**NOTICE NO. 17/2019**

**REF: 4/3/5/R**

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