



**ALFRED NZO**  
DISTRICT MUNICIPALITY

*Enquiries: Mr MH Kohli*

Ext No: 5098

**EXTERNAL RE-ADVERT**  
**VACANT POSITION**  
**NOTICE NO 19/2022/2023**

Alfred Nzo District Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. ***People with physical disabilities are encouraged to apply.***



**Applicants are hereby invited from suitably qualified persons for the following position:**

**CORPORATE SERVICES DEPARTMENT**

**SENIOR HR OFFICER: LABOUR RELATIONS OFFICER**

**TASK GRADE: 12**

**ANNUAL BASIC SALARY R341 635.00 PLUS BENEFITS**

**STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES**

**ESSENTIAL REQUIREMENTS:** Grade 12 • National Diploma or Degree in Law/Labour Relations Human Resources Management or any Equivalent NQF Level 06 • 05 years' experience as an Industrial Practitioner, of which 02 years' experience in attending conciliation Arbitration • Valid Driver's License • Competency in the use of computers package.

**KEY PERFORMANCE AREAS:** Coordinating organization change and development through the formulation of specific Industrial Relations policies and procedures and forwards/ presents to the manager and or Councils Committees• Coordinates practical training and guidance to Management on procedures and applications associated with

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specific Industrial Relations processes • Coordinates and controls procedures and processes associated with maintaining employment relations and industrial peace • Performs specific administrative tasks/ responsibility associated with the functionality • Coordinate procedure and research associated with disciplinary and grievances undertake any other task that may be assigned by the supervisor • Prepares and represent the Municipality in cases referred for conciliation/Arbitration • Coordination & convening of consultative/ statute structure (Local Labour Forum)

**Closing date: 14 July 2023**

**Please note:** Applicants must submit a completed **ANDM Employment Form** obtained from our offices or on our website ([www.andm.gov.za](http://www.andm.gov.za)) and a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license where applicable. **Applications should be forwarded to the Corporate Services Department, Alfred Nzo District Municipality, ERF 1400 Ntsizwa Street or Private Bag X 511, Mount Ayliff, 4735. Appointment will be subject to appropriate security clearance/criminal record check, a competency as well as reference and qualification checks.** If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful. The council reserves the right not to fill the position.

**LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED**

All enquiries should be directed to Mr. MH Kohli, Manager: HRM & D by telephone at (039) 254 5000.



**ZAMILE.H SIKHUNDLA  
MUNICIPAL MANAGER**