



The Moses Kotane Local Municipality hereby invites suitable qualified candidates to apply for the following vacancy to render development administration and planning services.

INTERNAL/EXTERNAL ADVERTISEMENT
MOSES KOTANE RESIDENTS ONLY
CIRCULAR 03/2025

DEPARTMENT: CORPORATE SUPPORT SERVICES

OFFICER: LABOUR RELATIONS (RE-ADVERT)
REF NO: HR 12/02/2023
SALARY LEVEL: 15-16
ENTRY SALARY NOTCH: R421 255.56

Requirements

- Grade 12 plus Degree or National Diploma in labour Relations plus 2-5 years relevant experience
- LLB Degree will be an added advantage.
- Computer literacy
- Ability to work under pressure
- Good communication skills
- Good interpersonal relations

Knowledge

- Knowledge in handling grievance and dispute at the bargaining council and CCMA.
- Knowledge in the local government prescripts and processes.

Duties

- Facilitates the implementation of programs, processes and systems in the labour relations field.
- Prepares and submits reports.
- Works in conjunction with a senior Labour Relations professional.
- Provides specialist advice to clients.
- Promotes good working relations between employer and employees.
- Assist in compiling internal survey which must indicate improvement or department or deteriorated in management/ union relationship for corrective action.
- Ensure that proceeding of these meeting are recorded and that those are kept.

- Ensure that unions are invited to relevant workshop/training sessions presented by the municipality.
- Ensure that employees are informed of their rights latest collective agreement.
- Ensure that local labour forum meetings are taking place.

OFFICER: EMPLOYEE ASSISTANCE PROGRAMME (RE-ADVERT)
REF HR13/02/2023
SALARY LEVEL: 15-16
ENTRY SALARY NOTCH: R421 255.56

Requirements

- Grade 12 plus Bachelor's degree in Social Work,
- Registration with the council for social service Professions or
- Honours degree in psychology/industrial psychology with registration as a councillor.
- 2-5 years appropriate experience in the employee wellness field, EAP Certificate will be an added advantage
- Valid driver's licence
- Computer literacy
- Strong people management skills.
- Problem solving skill
- Listening, mediation and presentation skills.

Duties

- Assist in the development and review of employee health and wellness policies and strategies in the workplace.
- Monitor progress on the implementation wellness programs.
- Compile and submit quarterly reports to the Manager.
- Assist with problem identification, resolution for employees and family matters.
- Provide appropriate external resource for further assistance.



- Facilitate employee rehabilitation and re-integration to the work environment.
- Provide onsite trauma de-briefing in extreme situations.

The Moses Kotane Local Municipality is committed to employment practices that redress past imbalances in respect of race, gender, creed and disability and as such relevant Acts and policies will be considered during selection and placement.

Interested candidates should send an application form (not Z83 forms) obtainable from HR Office/MKLM Website, CV, certified copies of the qualifications and ID in a sealed envelope to the address given below.

**The Municipal Manager
Moses Kotane Local Municipality
Private Bag X1011
Mogwase**

OR

Hand deliver/courier to the Civic Centre,
Stand number 935, Unit 3, Railway Road,
Mogwase 0314.

e-mailed applications will **NOT** be accepted.

If no response is received within three months please consider your application as being unsuccessful, and any further correspondence will be entered only with shortlisted candidates.

NB: All shortlisted candidates will be subject to a compulsory security screening, 3 – 12 months' probation before final confirmation of employment.

NB: The employer shall have a right to appoint or not.

All those who previously applied for this position should re-apply

All enquiries should be directed to the human resources office at 014 555 1429/1371

CLOSING DATE: 02/09/2025

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**MR. M.V. LETSOALO
MUNICIPAL MANAGER**