

MOGALAKWENA MUNICIPALITY

hereby invites applications from experienced, qualified, innovative, committed, energetic individuals with vision for appointment to the following positions:

DEPARTMENT OF CORPORATE SUPPORT SERVICES DIVISIONAL HEAD: LEGAL SERVICES (Ref.No.1001CO)

Duties:

Reporting directly to the Deputy Manager: Corporate Support Services, the incumbent will perform the following duties:

- Provide assistance on management of human capital by attending, chairing, prosecuting and advising at and on disciplinary hearings
- Provide consultation service interpreting statutes, ordinances, regulations, policies and by-laws
- Responsible for and to ensure legal compliance throughout the municipality
- Provision of training to officials to ensure legislation is correctly applied
- Manage personnel function in the division by allocating tasks and providing guidance
- Manage the division's budget
- Attend to legal actions against and by the municipality
- Attend to debt collection
- Contract management
- Perform any other reasonable tasks.

Requirements:

Grade 12 plus LLB/ B Proc/ B Juris degree with 5 years relevant experience in a municipality or government department. Must also have experience to appear in the magistrate court

Salary Scale: R 278 577, 00 per annum

Benefits which include travel allowance, cell phone allowance, pension fund and medical aid are payable.

LABOUR RELATIONS OFFICER (Ref.No.5201CO)

Duties:

Reporting directly to the Divisional Head: Human Resources, the incumbent will perform the following duties:

- Manage employee relations function
- Perform administrative tasks
- Attend to disciplinary processes
- Attending, chairing, prosecuting and advising at and on disciplinary hearings
- Co-ordinate the Local Labour Forum
- Provide consultation service interpreting statutes, ordinances, collective agreements, regulations and policies in respect of labour matters
- Perform any other reasonable task.

Requirements:

LLB degree or Degree / Diploma in Labour Relations plus 3 years practical experience in the following:

- Labour Laws (LRA; BCEA; EEA;OHS etc)
- SALGBC Agreements
- LLF
- Disciplinary and Grievance Collective Agreements

Salary Scale: R 217 413, 00 – R 271 743, 00 per annum

Benefits which include travel allowance, cell phone allowance, pension fund and medical aid are payable.

CLOSING DATE: 15 March 2013

Mogalakwena Municipality is committed to employment equity and applications from designated groups are encouraged.

NB: The language policy of the Council is English

Appointments in the above-mentioned positions will be the competency of the Municipal Manager and no canvassing will be allowed.

Enquiries should be directed to:

Mr. N Mankga – (015) 491 9756 or Ms. K Bontsi – (015) 491 9634

Mogalakwena Municipality's application form **OR** covering letter accompanied by CV and certified copies of qualifications should be sent to **The Acting Manager: Corporate Support Services, P O Box 34, Mokopane, 0600. Only candidates who attach certified copies of qualifications will be considered during short listing.**

PLEASE NOTE THAT FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

Should you not hear from us two months after the closing date you may assume that your application was unsuccessful. No further correspondence will be entered into with regard to this matter.



The Municipal Manager
S W Kekana
54 Retief Street
Box 34
MOKOPANE
0600

Notice number: 25/2013
February 2013