

## DIPALESENG MUNICIPALITY



### INTERNAL/EXTERNAL ADVERTISEMENT

**Department:** Corporate Services

**Position:** Labour Relations Officer

**Salary:** R220 180.00— R230 811.00—R241 925.00

**Level:** 5

**Minimum Requirements:** Matric Certificate. National Diploma in Labour Relations/Labour Law/Human Resources Management. 2 years relevant work experience. Valid Driver's License (Code 08)

**Skills and Knowledge:** Computer Literacy. Ability to work independently. Taking minutes, Report writing and communication skills. Knowledge of relevant labour legislations such as Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA) and Collective Agreements on Conditions of Services (SALGBC). Be able to interpret English to an understandable languages during disciplinary hearings.

**Responsibilities:** Provides advice to departments with labour relations matters. Promote good working relations between employer and employees. Representing municipality at bargaining council. Ensure proper functioning of the Local Labour Forum (LFF). Coordinate the LLF meetings and take minutes for the committee. Drafting of monthly reports. Providing support to the facilitation of the Prosecutors for misconduct cases. Providing mechanical recording services to the disciplinary tribunals. Monitoring the execution of the decision taken in Local Labour Forum.

**Department:** Planning and Development

**Position:** Local Economic Development (LED) Officer

**Salary:** R187 721.00— R195 732.00—R204 476.00— R214 056.00

**Level:** 6

**Minimum Requirements:** Grade 12/Matric Certificate. Local Economic Development Certificate/National Diploma in Development Studies/ Small Business Development. 2 years Relevant Experience in local economic development. Local government experience is an added advantage. Valid Driver's Licence (Code 08).

**Skills and Knowledge:** Computer Literacy. Good Communication skills. Planning, organizing and prioritizing skills. **Responsibilities:** Provide support to SMMEs and cooperatives. Promote Private Public Partnership (PPP). Seek business opportunities, funding and start-up finance for local SMMEs and economic empowerment formations. Assist in assessing the overall progress of strategy, programmes and projects by setting measures, targets and monitoring achievements. Assist in preparation and compilation of business plans. Set up developmental programmes for previously disadvantaged individuals. Facilitate and monitor the implementation of LED, agriculture, tourism and rural development projects. Ensuring that National, Provincial and District programmes are accomplished in our Municipality. Maintain linkage with other departments dealing with agriculture and rural development Research on projects. Provide assistance on for LED projects.

**Department:** Corporate Services

**Position:** Records Officer

**Salary:** R220 180.00— R230 811.00—R241 925.00

**Level:** 5

**Minimum Requirements:** Matric Certificate. Higher Certificate in Archives/Records Management. National Diploma: Records Management will be added advantage. 2 years relevant experience in registry and records.

Local government experience is an added advantage. Valid Driver's Licence (Code 08). **Skills and Knowledge:** Computer Literacy. Ability to work independently. Report writing and communication skills. Knowledge of relevant records or archives legislations: National Archives Act, Promotion Access to Information Act. **Responsibilities:** Perform tasks assigned by Immediate Supervise as per laid down procedures and guidelines. Open and records details of all incoming mails and outgoing mails, faxes, documents, memorandum, minutes and brochures as per approved council file plan. Allocates a reference number, indexing each records or documents received. Capture all details into the computer with relevant details and due date for implementation. Circulates all outgoing mails relevant to staff within the departments in the office of the directorate to keep themselves informed and responds to enquiries. Ensures that public information is available as published in Government Gazette in terms of council policy. Obtain permission or approval to dispose the records in terms of Provincial Archives guidelines. Ensures that records are kept for continual usage. Assigns work and supervise records staff. Attend to queries to give clarity with regards to records matters. Ensures that registry has proper resources for efficient and effective functioning. Open new files and closed the full one for accessibility when information is requested. Ensures the proper functioning of fax and photocopying machine and report the non-functionality to the immediate supervise. Place orders for stationery in the section.

**Department:** Planning and Economic Development

**Position:** Expanding Public Works Programme (EPWP) Coordinator

**Salary:** R267 102.00— R274 921.00—R281 983.00

**Level:** 3

**Minimum Requirements:** Matric Certificate/Grade 12. Qualification in Office Administration and/or Management, preferably a National Diploma. Valid Driver's Licence (Code 08) with PDP is an added advantage. 1-2 years' experience in a similar environment. Local government experience is an added advantage. **Skills and Knowledge:** Computer literacy. Be able to handle and cope in a highly pressurized and demanding environment. Maintain professional interaction and ensure ethical dealings with stakeholders at all times. Professional Communication skills (both written & spoken). Be assertive, able to work independently as well as being a team player. Required to work extra hours. Adhere to Batho Pele Principles. A driver's license will be an added advantage. **Responsibilities:** Ensure that EPWP guidelines and principles are adhered to in the implementation of any project across all the EPWP sectors. Assist in collating, creating and updating of a database and reporting on job opportunities created through EPWP. Ensure effective and accurate administration, documentation, reporting and recording of information on the EPWP reporting systems, both web based and any other form of reporting. Ensure that all the initiatives of the municipality and its EPWP objectives are fully implemented. Develop linkages and good working relations/ partnerships with the Department of Public Works (National and Provincial), Department of roads and transport, other departments actively involved and participating in the EPWP. Develop and implement plans, strategies and/or frameworks in line with national guidelines. Overall coordination of EPWP related issues in all Municipal directorates. Implement administrative measures to ensure effective functioning of the office.

Dipaleseng Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply.

*Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualification for the attention of Director Corporate Services, Private Bag X1005 Balfour 2410 or hand deliver applications at Dipaleseng Local Municipality Offices at Corner Themba Shoji and Johnny Mokoena Street, Balfour 2410 in application box at Reception, on or before **23 July 2018. NB\***. No faxed or e-mailed applications will be considered. Administrative enquiries should be forwarded to Human Resources, **Thulani Mahlangu at 071 296 2092.***