

# OVERBERG DISTRICT MUNICIPALITY



The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancy in the Directorate: Corporate Services, Department Human Resources to be filled on a temporary basis.

## HR PRACTITIONER (LABOUR RELATIONS, OH&S AND EAP) (1 X BREDASDORP) (TEMPORARY CONTRACT: 6 MONTHS)

**Requirements:** A recognized three (3) year tertiary qualification in Human Resources Management or equivalent qualification, a post graduate qualification in Labour Relations Management will be an added advantage. Five years' relevant experience. Computer literacy. Valid Code B driver's licence.

**Other requirements:** Labour Relations skills with a proven track record of facilitating internal disciplinary, incapacity and grievance processes, and appearance before external dispute resolution bodies such as the CCMA and other related forums. Workplace knowledge and understanding of labour laws with a proven up to date knowledge of relevant case law. Project management, analysis, report compilation and presentation skills. Applies theoretical knowledge to a specific aspect of the Human Resources function; facilitate the implementation of programs, processes and systems and prepare reports; work in conjunction with the Manager: Human Resources; provides specialist advice to clients. Applicants must be literate in at least two of the three official languages of the Western Cape.

**Responsibilities/Duties:** Conduct preliminary investigations of allegations of misconduct and recommend appropriate action. Prosecute in all municipal disciplinary hearings. Represent Council in the South African Local Government Bargaining Council conciliations, arbitrations, CCMA, and Labour Court. Advise management and staff on grievance and disciplinary processes. Ensure that the Municipality complies with labour legislation. Represent the employer in incapacity hearings. Liaise with management, employees, and unions to keep them informed regarding labour relations matters. Implement the provisions of the OHS Act, OHS Regulations and health and safety standards. Conduct regular inspections of every workplace and equipment for compliance with general and specific standards relating to the Occupational Health and Safety Act. Facilitate and coordinate health and safety risk assessments by an approved inspection authority. Anticipate, identify, and evaluate safety hazards or conditions arising from municipal workplaces. Report accidents to the Department of Labour as required in terms of Section 24 of the OHS Act. Establish and review guidelines and effective measures relating to OHS. Provide input in formulating OHS guidelines and effective measures relating to OHS. Provide input in formulating OHS related policies, procedures, and guidelines for approval by Council. Administer claims for compensation with regard to injuries on duty and occupational diseases for medical costs and for permanent disablement or pension. Administer an Employee Assistance Programme to ensure the overall well-being of employees.

*The competency level for this position is a level 2 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.*

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"> <li>• Organisational awareness</li> <li>• Negotiation</li> <li>• Oral communication</li> <li>• Written communication</li> </ul>	<ul style="list-style-type: none"> <li>• Change management</li> <li>• HR Technology/ Information Management</li> <li>• HR Service delivery</li> <li>• Strategic HR Management</li> <li>• Talent Management</li> <li>• Workforce planning</li> <li>• Learning and Development</li> <li>• Occupational Health and Safety</li> <li>• Compensation and Benefit Management</li> <li>• Performance Management</li> <li>• Employee Management</li> <li>• Employee wellness</li> <li>• Industrial and Labour relations</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal relationships</li> <li>• Communication</li> <li>• Service delivery orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Action and outcome Orientation</li> <li>• Conflict Management</li> <li>• Resilience</li> <li>• Learning orientation</li> <li>• Accountability and Ethical Conduct</li> <li>• Problem solving and analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Direction setting</li> </ul>

**Job related enquiries:** Ms S Mdewu or Ms A August at 028 425 1157

**Salary:** R 393 876 per annum

**Closing date: 14 April 2023**

All applications must be submitted on the prescribed ODM application form, (found on [www.odm.org.za](http://www.odm.org.za)) together with a detailed CV, certified copies of original qualifications, ID document and driver's licence, the names of three references from current and previous employers including their current e-mail addresses. All documents are to be returned to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Anita August or emailed to [aaugust@odm.org.za](mailto:aaugust@odm.org.za). Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

**Please note:**

1. Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, including those with disabilities, are encouraged to apply.
2. It would be expected of candidates to be subjected to evaluations and that previous and current employers, as well as references, will be contacted. Verification will be done on qualifications, criminal and credit records.
3. Overberg District Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
4. If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved by council.



<https://www.facebook.com/OverbergDM>



Disabled people are encouraged to apply