

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

**Labour Relations /Occupational Health and Safety Officer**

**Salary: R R169 595.52 - R205 034. 52 Per Annum (Benefits includes: Medical Aid, Housing Allowance, Pension and 13<sup>th</sup> cheque)**

**REQUIREMENTS:**

- Matric certificate
- National Diploma in Labour relations and certificate in occupational health and safety
- 02-03 years relevant experience
- Computer literate
- Communication skills
- Report writing skills
- Knowledge of municipal legislations

**RESPONSIBILITIES:**

- Researching case laws and interpreting the relevance of outcomes to the charges against the member.
- Explaining procedures and applications associated with enquires and hearings.
- Assist with the co-ordination, convening of LLF meeting/OHS
- Attending of labour related issues, deal with accordingly
- Advise management on labour related issues/ collective agreements.
- Prepare and submit reports to Management Committee and other sub-committees
- Prepare monthly reports regarding disciplinary matters and health and safety
- Participating in committee and working groups and providing advice/guidance on the interpretation of policies and procedures impacting/ influencing condition =s of employment.

**Enquiries in respect of the above position should be directed to the Human Resources**

**Manager: Ms Z Makhaza (036) 448- 8000 Extension 8096 during office hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:**

**OKHAHLAMBA MUNICIPALITY**

**P.O. BOX 71**

**BERGVILLE**

**3350**

*The closing date for applications is **14 October 2016, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.*

**SD SIBANDE**

**MUNICIPAL MANAGER**