



HARRY GWALA DISTRICT MUNICIPALITY

The Harry Gwala District Municipality situated in IXOPO invites applications from innovative and committed individuals for the under mentioned positions.

CORPORATE SERVICES DEPARTMENT

DIRECTOR: LABOUR RELATIONS

Salary Grade: (E2) R564 509.85 - R614 232.52 Plus applicable benefits) • Ref No. COP/M 5/5/4/2/1

Requirements: • Grade 12/Matric • NQF Level 6/7 in Labour Relations/Law, Human Resource Management or any NQF Level 6/7 qualification • 3 - 5 years' experience in Labour Relations/Law or Human Resource Management • Certificate for Conducting Disciplinary Hearings will be an added advantage • A valid driver's license.

Key performance areas: • Manage and facilitate misconduct cases, grievance cases and disputes • Manage relations with organised labour and render advisory services to Management on dispute prevention and resolution • Coach, guide/advice and train management and staff on compliance requirements to all relevant regulatory (internal and external) frameworks • Perform research and study on labour relations trends and keep the Municipality abreast of the latest developments • Advise management and union officials on the development, application, and interpretation of labour relations policies and procedures • Ensure a reasonable, fair and order treatment in the workplace and compliance with labour legislation • Advice and assisting management and personnel regarding labour relations and facilitate negotiation forums in the workplace and mediate where possible.

INFRASTRUCTURE SERVICES DEPARTMENT

CHIEF TECHNICIAN: PROJECT MANAGEMENT UNIT

Salary Grade: (D4) R418 814.62 – R455 396.26 (Plus applicable benefits) • Ref No. INF/M 5/5/4/2/2

Requirements: • Grade 12/Matric • NQF Level 6 in Civil Engineering or relevant qualification • Project Management Certificate will be an added advantage • 3 Years' experience in the Civil Engineering and Project Management or relevant field • Be computer literate in MS Office (Word, Excel, etc),MIG-MIS • A valid driver's license.

Key performance areas: • Provide guidance to the members of the component on Project Management issues • Monitor the implementation of projects within Harry Gwala District Municipality • Resolving conflicts and addressing poor performance, measured against agreed specifications • Manage all MIG and other given projects through monitoring deadlines/projects stages expenditure levels and deliverables against the projects business plans including quality requirements • Compile reports on non-expenditure; delays and over-expenditure at required intervals with recommendations where necessary • Monitor financial performance against agreed terms and conditions through ongoing interaction with Director: Project Management Unit • Implement procedures to administer expenditure and for various stages against the set expenditure targets • Participate in various meetings (internal and external forums) and provides comments/opinions on matters • Assist Project Management Unit Director in compiling compliance grant reporting e.g Regional Bulk Infrastructure Grant, Municipal Infrastructure Grant and Water Service Infrastructure Grant for Head of Department: Infrastructure Services • Respond to community queries and other stakeholder queries.

Enquiries should be directed to: The Human Resources Office, on tel. (039) 834 5504/8752/8756.

Applications must be submitted with an Application Form which can be found on our website www.harrygwalamunicipality.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications and driver's license must be addressed to: The Municipal Manager for Attention: Miss N. Lungwengwe Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, Ixopo, 3276, to reach us no later than 16h30, 23 March 2018.

NB: Canvassing with Councillors and Management will lead to disqualification. Further correspondence will be confined to short-listed candidates. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. No faxed or email applications will be accepted.

The Council reserves the right not to continue with the interviews and appointments thereof if it feels that no suitable candidates could be found.

MRS A.N. DLAMINI: MUNICIPAL MANAGER