

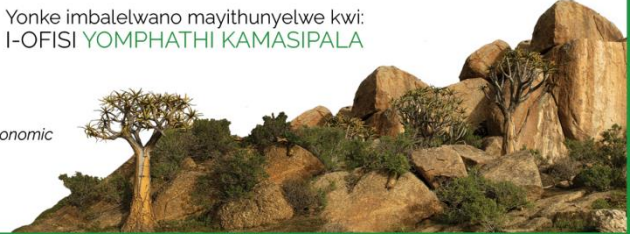


Nama Khoi Local Municipality

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VISION: Building tomorrow, today.
 MISSION: To deliver outstanding services to the community and to stimulate economic development in the region with the focus on the previously disadvantaged.

- Alle korrespondensie moet gerig word aan die: KANTOOR VAN DIE MUNISIPALE BESTUURDER
- All correspondence to be addresses to the: OFFICE OF THE MUNICIPAL MANAGER
- Yonke imbalelwano mayithunyelwe kwii: I-OFISI YOMPHATHI KAMASIPALA



EXTERNAL

VACANCY	LABOUR RELATIONS OFFICER
Ref. Nr	HR 30 /2025

The following vacancy on the Municipality's staff establishment is available for dynamic and suitably qualified persons

Post Title	Salary	Organogram	Location	Term
Labour Relations Officer x1	T11(R27 604.93- R35 834.87)	Corporate	Nama Khoi Jurisdiction (Springbok)	Permanent

Vacancy Details :

MINIMUM REQUIREMENTS	DUTIES
<ul style="list-style-type: none"> • Qualification : Labour Relations Diploma – NQF 6 Computer Literacy - Office Applications. • Experience :2 years • SKILLS :Good communication skills. Computer Literate. Good presentation and reporting skills. Critical thinking and problem solving abilities. • Knowledge and Scope of work: Knowledge of Labour legislation. 	<ul style="list-style-type: none"> • Case management • Case Presentations • LLF • Supervision and Control • Preparation of Charge sheet • Correspondence with regards to disciplinary actions and outcomes. • Notification and implementation of disciplinary sanctions. • Conciliations and Arbitrations-Notices • Documentary Evidence • Arbitration Awards • Training and guidance • Reports and Correspondence • Relationship management and communication

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
Written Communication/Drafting Oral Communication Advocacy negotiation Ethics and Professionalism Organizational Awareness	<ul style="list-style-type: none"> • Litigation Management • Research and Analysis 	<ul style="list-style-type: none"> • Interpersonal relationships • Communication • Service Delivery Orientation 	<ul style="list-style-type: none"> • Action orientation • Perseverance/Resilience • Readiness for change • Cognitive ability • Learning Orientation 	<ul style="list-style-type: none"> • Impact and Influence • Team orientation • Direction setting • Coaching and Mentoring

A full job description is available upon request from [granwell.cockrell@namakhoi.gov.za].