



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

## HUMAN RESOURCES

### CORPORATE SERVICES

#### SENIOR CLERK: LABOUR RELATIONS

**Minimum Requirements:** Grade 12 • Code B Driver's License • 2 year's relevant experience • the incumbent must be Computer Literate (Microsoft Word, Excel & Outlook)

**Other Requirements:** 2 years relevant experience • Good writing skills • Good interpersonal and communication skills • Must be able to work independently as well as in a team • Pay attention to detail • Ability to function under pressure • Incumbent must be hardworking and honest • Good organising skills

**Responsibilities/Duties:** Typing, filing and copying of labour relations documentation and correspondence • preparing of notifications of disciplinary, incapacity and appeal hearings as well as letters to communicate outcomes of the processes to employees and line managers • Responsible for updating and compiling a detailed register of all labour relation hearings • Preparation, compilation and distribution of labour relations monthly report • Attend to queries both internally and externally and diverting it to the relevant officials • Arranging the logistics for labour relation meetings, investigations and hearings • Ensuring that recording instruments are available and in working condition when needed • Minute taking at counselling sessions, interventions and meetings • arranging of appointments for relevant stakeholders with the Head: Labour Relations • assist with disciplinary investigations and taking of statements • Other general office duties fairly requested from management from time to time

**Added Advantage:** • Certificate in Office Administration • Knowledge of Labour Relations will be an added advantage.

**Job related enquiries:** Ms M Zimri Tel: 021 808 8055

**Salary:** R 129 149.04- R 167 657.40 (subject to evaluation)

Plus benefits


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*Applications, clearly marked, accompanied by a comprehensive CV, a covering letter and the details of contactable referees, may be posted to the Human Resource Management Services at Stellenbosch Municipality, P.O. Box 17, Stellenbosch, 7599. No e-mails or faxes will be accepted.*

*Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, academic records with result sheet, etc.) as well as required driver's licenses, Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documentation will be returned. No copies of certified copies will be accepted.*

*Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application*

**Closing date:** 26 August 2019 @ 12:00

 Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process.

*If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website [www.stellenbosch.gov.za](http://www.stellenbosch.gov.za). The Council reserves the right not to make an appointment and to add/amend/change the salary package.*

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