

**(LOCAL NEWSPAPER (KLERKSDORP RECORD/LENTSWE)**

**DIRECTORATE: CORPORATE SUPPORT**

**UNIT: HR & LR**

**POSITION: LABOUR RELATIONS OFFICER**

**Salary**

- R540 984.00 – R597 348.00 per annum (Level 5)

**Qualifications**

- Grade 12
- National Diploma/ or Degree in Labour Relations/ Human Resource Management/ LLB

**Experience**

- 5 - 8 years' working experience in the field of labour relations

**Requirements**

- Computer Literacy
- Valid Code B Driver's License

**Key Performance Areas**

- Development of Council's Relations Policies.
- Investigates the complaints and determine whether there is prima facie evidence that a misconduct has been committed. Make necessary recommendation to the Municipal Manager to either institute formal disciplinary process against the alleged transgressor or refer the matter for departmental hearing.
- Ensure that the Appeal Presiding Officer is appointed
- Schedule the grievance hearing upon receipt of the grievance within stipulated time frame.
- Attend Conciliation or Arbitration disputes at a request of AD: LR
- Prepare a notice for Pre – LLF meeting for matters for discussion on agenda items
- Upon receipt of the notice of the MANSHOP meetings from various department, attend the said meetings for advice and noting of other matters for attention.
- Ensure that all essential services employees continue to deliver service during strike
- Provide expert advice on Labour Related issues experienced by line managers in compliance with legislation, achieving fair resolution.
- Represent the Council in negotiating chambers through SALGA.
- Conduct disciplinary workshops on middle management and lower employees.

**CLOSING DATE: 17 September 2025**

Prescribed application form is available. Failure to complete prescribed form will be disqualified.

The following documents should be attached: Certified copies of original documentation of

- ID Document,
- Qualifications,
- Training Certificates and
- Driver's license (where applicable) and must be attached to the CV and failure to submit certified copies will render your application unsuccessful.

**Also note that:**

- Faxed or e-mailed CVs will not be considered.
- Copies of certified documents will also not be considered.

Interested Candidates are requested to submit complete Curriculum Vitae at the Human Resource Services Section, Room 15, Ground Floor, Civic Centre, Cnr Bram Fischer and OR Tambo Street, Klerksdorp. Alternatively, CV's may be mailed to: Recruitment Section, HR Department, P.O. Box 99, Klerksdorp, 2570. Shortlisted candidates (if necessary) will be subject to a security clearance conducted by National Intelligence Agency. Enquiries can be made with Mr. MV Toli/ IE Modise/ Ms. N Madona/ Mr. S Khata on 018 487 8094/ 8532. Suitably qualified and/or experienced persons with disabilities are encouraged to apply. The City of Matlosana is an Equal Opportunity Employer.

If you have not been contacted by the City of Matlosana within 3 months, you may accept that your application was unsuccessful.

**CIVIC CENTRE  
PO BOX 99  
KLERKSDORP  
2570**

**MS. L SEAMETSO  
MUNICIPAL MANAGER**

**NOTICE NO. 38/2025**