



## MERAFONG CITY LOCAL MUNICIPALITY

Merafong City Local Municipality hereby invites applications from suitable qualified and experienced candidates for appointment to the following position:

### DEPARTMENT CORPORATE AND SHARED SERVICES

### INTERNAL / EXTERNAL JOB POSTING


<b>POSITION</b>	<b>: INDUSTRIAL RELATION OFFICER</b>
<b>SECTION</b>	<b>: INDUSTRIAL RELATION</b>
<b>VACANCY</b>	<b>: X2</b>
<b>REFERENCE</b>	<b>: IRO5/05/26</b>
<b>REMUNERATION</b>	<b>: In accordance with job level 5 of Merafong City Local Municipality (R 496 150.28 – R 520 281.56 – R 546 687.95 per annum, excluding benefits)</b>

**REQUIREMENTS:** Grade 12 • A relevant 3 year tertiary qualification preferably Human Resources, Labour Relations, Labour Law, Law Degree and Public Administration. • Computer Literacy; MS Office 5 - 8 years relevant legal experience required. Valid Drivers License

**RESPONSIBILITIES:** Coordinating and controlling procedures and sequences associated with disciplinary and grievance cases and enquiries. • Preparing and represents the Municipality in cases referred for conciliation/ arbitration to the South African Local Government Bargaining Council/ CCMA. • Performing specific administrative tasks and activities associated with the functionality. • Monitoring and give advice regarding the handling of disciplinary offences and hearings. • Monitoring, facilitating and providing advice on matters relating to incapacity (poor work performance and ill health). • Coordinating and facilitating labour relations training when requested or identified by officials. • Coordinating procedures and processes associated with maintaining employee relations and industrial peace. • Facilitating and coordinating the grievance procedure and resolution mechanisms. • Coordinate and facilitate the functioning of the Local Labour Forum (LLF). • Implement and maintain strike contingency plans. • Coordinate the conclusion of collective agreements in consultation with the LLF. • Coordinate administrative requirements associated with the functionality including collating and preparing qualitative and quantitative information for inclusion into specific statutory reports. • Coordinate and control tasks/ activities associated with monitoring personnel performance, productivity and discipline. • Coordinate the development, implementation and maintenance of sound policies, procedures, strategies and systems and custody of policy manual.

**COMPETENCIES: Core Professional Competencies** • Written Communication / Drafting • Oral Communication • Advocacy / Negotiation • Ethics and Professionalism • Organisational Awareness • **Functional Orientation Competencies** • Litigation Management • Research

and Analysis • **Public Service Orientation Competencies** • Interpersonal Relationships • Communication • Service Delivery Orientation • **Personal Competencies** • Action Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation.

***Please note that within the framework of Council's Employment Equity Plan and in promoting Gender Equality – people living with disability, female and previously disadvantaged candidates are especially encouraged and invited to apply.*** 

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<b>POSITION</b>	<b>: FLEET CONTROLLERS</b>
<b>SECTION</b>	<b>: FLEET MANAGEMENT</b>
<b>VACANCY</b>	<b>: X2</b>
<b>REFERENCE</b>	<b>: FC10/05/26</b>
<b>REMUNERATION</b>	: In accordance with Job Level 8 Of Merafong City Local Municipality (R 336 118.59 – R 353 172.38 – R 371 124.61 – R 389 968.79 Per Annum, excluding benefits)

**RESPONSIBILITIES:** Grade 12 • A certificate in Transport, Logistics/Fleet Management/Administration or related field in transport environment • Valid code 08 driver's license will be an added advantage • 1 - 3 years considerable experience in transport/fleet management • Knowledge of relevant transport policies and prescripts • Computer literacy: MS Office.

**KEY RESPONSIBILITIES:** Planning, coordinating and despatching daily vehicle schedules to optimise efficiency. tracking vehicle locations in real time using GPS and telematics software. Travelling shooting issues e.g. break down, traffic delays or re-routing needs. Book loads and manage documentation for deliveries. Monitor driver behaviour including speeding, harsh breaking and ideal time. ensuring compliance with road safety regulations and municipal policies. Providing feedback and training to drivers to improve safety and productivity. Overseeing drivers' attendance and duty hours. Schedule vehicle inspections, repairs and maintenance to minimise down time. maintaining accurate records of vehicle usage, fuel consumption, and maintenance. Managing vehicle documentation including licensing and insurance. Processing logistical administrative task like purchase orders or fines. Providing reports to immediate supervisor on vehicle performance and costs. communicating effectively with drivers and clients.

**SKILLS & KNOWLEDGE:** Knowledge of relevant transport policies and prescripts • supervisory • Analytic • Good financial management • Communication (verbal-written) • Good interpersonal • Planning and organising skill, ability to work long hours and independently • ability to work under pressure • ability to gather and analyse information • willing to work extended hours.

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