

SWELLENDAM MUNICIPALITY

VACANCY:

ADMINISTRATOR : HR (Labour Relations, OH&S and Employee Wellness)

(Directorate Corporate Services ----- Salary level T10 : R 225 792 per annum plus normal fringe benefits)

Minimum Requirements:

- Diploma and/or Degree in Labour Relations / HRD;
- Health & Safety certificates;
- Advanced computer literacy (Windows, MS Word, Excel and PowerPoint);
- Minimum of 3 years relevant generalist experience in Human Resources;
- Command of at least two of the official languages in the Western Cape.

Job purpose, duties and responsibilities:

As per attached job description.

Enquiries can be directed to Mr. Johan Kapp (Senior HR Practitioner) at telephone 028-5148515.

Applications on the **prescribed application form**, accompanied by a CV and **certified copies** of **ALL relevant** qualifications, ID document and driver's licence, must be addressed to the Human Resource Manager to reach him on or before **Friday, 21 August 2020 (16:00)**. E-mail applications up to a maximum of **20 PAGES ONLY** can be sent to audrey@swellenmun.co.za . Please take note that applications that does not contain supporting documentation, will be automatically disqualified. Applications may also be submitted to the respective administrative offices in Swellendam, Buffeljagsrivier, Suurbraak and Barrydale. **NO** applications via fax will be accepted.

Swellendam Municipality is an equal opportunity employer. The Municipality reserves the right not to make an appointment. Canvassing with councillors is an offence and will result in the disqualification of an application. If no feedback is received within six weeks of the closing date, please consider your application as unsuccessful.

Swellendam Municipality
49 Voortrek Street (P.O. Box 20)
SWELLENDAM, 6740
Tel: (028) 514 8500

A.M. GROENWALD
MUNICIPAL MANAGER

(Notice HR 8/2020)

JOB PURPOSE

Implement, co-ordinates and attend to specific Labour Relations, Employee Wellness, Health & Safety, Fraud Prevention and Ethics Management - functions to ensure that all Legal Requirements, Internal Policies / Practices and Codes of Good Practice are adhered to. Research, promote and review measures to continuously improve these functions under the supervision of the Senior Human Resource Practitioner and to ensure best practice and harmonious labour relations in a safe and ethical environment that will promote employee wellness and improved performance.

NO.	DUTIES/TASKS (What, How and Why)
1.	HUMAN RESOURCES ADMINISTRATION
1.1	<p>INFORMATION MANAGEMENT AND RECORDKEEPING</p> <p>Attends to procedural administrative requirement and reporting deadlines associated with the functionality, by</p> <ul style="list-style-type: none"> • Establishing priorities and approving administrative measures to be with respect to the status of specific employee's in relation to Labour Relations, Health and Safety and Employee Wellness Matters. • Monitoring and establish records on the Human Resources database and seeks clarity/ supporting documentation on amendments effected by Human Resources personnel. • Making available documentation and personnel records to substantiate reasoning for specific actions/decisions during audit enquiries and Department of Labour investigations. • Analysing qualitative and quantitative reports on the status of the Human Resources functionality with respect to the achievement of the specific measures and qualifies statistical base conclusions to the immediate superior through the provisions of details explanations and/ or recommendations. • Monitoring and reporting on the application of laid down procedure with respect to labour relations, Health and Safety and employee wellness. • Draft new and update standard monthly reports in respect of all the functions within the scope of this position. <p>In order to ensure that the Section, in executing its activities, compiles with Laws, Regulations, Codes and laid down administrative procedures and guidelines.</p>
2.	SPECIFIC HUMAN RESOURCES FUNCTIONS
2.1	<p>LABOUR RELATIONS FUNCTION</p> <p>Performs and coordinates specific sequences associated with labour relations advisory and administrative support service to management and relevant stakeholders, by</p> <ul style="list-style-type: none"> • Giving support relating to all labour relations matters. • Formulate charge sheets pertaining to the management of discipline. • Report in writing the outcome of hearing for Organisational record purposes and to the accused employee (s). • Providing administrative support and advice to line management on the formulation of charges pertaining to the management and execution of discipline. • Providing administrative support to parties in disciplinary, grievance, incapacity, and dispute resolution proceeding.

NO.	DUTIES/TASKS (What, How and Why)
	<ul style="list-style-type: none"> • Providing administrative support to parties in the Local Labour Forum • Prepare and submit minutes of the LLF. • Coordinate the circulation of LLF correspondence and outcomes. • Where applicable advising on potential and or actual conflict creating issues. • Assist with the management and coordination of dispute and similar interventions arising within the municipality. • Assist with the implementation and maintenance of sound labour relations policies and procedures, grievance procedures and disciplinary hearing processes. • Facilitate labour relations training to ensure awareness of labour relations practices, laws, regulations and codes of practice. • Co-ordinate time-off for shop stewards to attend trade union activities. • Maintain and update union leave records. <p>In order to ensure that the labour relations function in the municipality operates efficiently and effectively within legislative requirements and in accordance with policies and procedures.</p>
2.2	<p>EMPLOYEE WELLNESS FUNCTION</p> <p>Coordinate specific sequences and activities associated with providing Employee Wellness Services to municipal staff, by</p> <ul style="list-style-type: none"> • Assisting with the implementation of employee wellness programmes • Providing administrative support on all activities associated with the Employee Wellness function. • Co ordinating and participating in the development of guidelines to address HIV / Aids challenges within the municipality. • Arrange for the sourcing, screening, contracting, coordinating, monitoring and evaluating activities and services of external service providers linked to various employee Wellness Programme Projects. • Maintain effective and confidential filing system for all counselling/rehabilitation documents. • Arrange and monitor employee assistance and awareness programs/ sessions. • Responsible for administrative/ financial arrangements for referral of employees to rehabilitation centers. <p>In order to ensure that the employee wellness services in the municipality operates efficiently and effectively according to municipal policies and procedures.</p>
2.3	<p>HEALTH AND SAFETY FUNCTION</p> <p>Assist with the Occupational Health and Safety function which includes the administration and reporting of all meetings, programmes and inspection reports to meet legal requirements and best practise.</p> <ul style="list-style-type: none"> • Assisting with the establishment and maintenance of a safe and healthy work environment. • Providing administrative support to the Health and Safety Committee • Assisting with the capturing and administration of all injuries on duty (IOD's) • Complete WCL 2 forms and arrange for appointments at doctors • Report injuries to the Commissioner of Compensation

NO.	DUTIES/TASKS (What, How and Why)
	<ul style="list-style-type: none"> • Follow up on doctors' appointments and the completion of WCL forms • Complete resumption reports when received from doctor's • Handle all correspondence from and to the Commissioner of Compensation, doctor's, specialists, and hospitals. • Assist with the administration and reporting on monthly Health and Safety inspection reports received from all Departments. • Arrange and schedule injections for current and new appointed employees against Hepatitis A&B. • Arrange and maintain the execution of pest control in order to ensure a healthy environment to all municipal buildings. • Conduct Health and Safety and risk assessments of municipal building. • Conduct regular inspections on fire extinguishing equipment and ensure regular servicing and replacement. • Conduct regular inspections on first aid equipment and measures in the workplace • Ensure relevant and appropriate Health and Safety signage in all municipal buildings <p>In order to comply with the Occupational Health and Safety Act as well as the Compensation for Occupational Injuries and Diseases Act and to ensure a safe and healthy working environment for the employees of Swellendam Municipality</p>
2.3	<p>INFORMATION AND STATISTICS</p> <p>Collates and prepares qualitative and quantitative information for inclusion into specific statutory reports, by</p> <ul style="list-style-type: none"> • Accessing specific records and information system databases to extract information. • Formulating summaries and conclusions on specific dimensions of human resources within the organization (employment levels, categories, gender & race groups, disabilities, skills profile, etc.). • Making available verified information to facilitate the compilation of statutory reports for submission to official regulatory bodies depicting the employment and skills profile of the organization. <p>In order to ensure accurate information is made available to support specific decision-making sequences and satisfy statutory and, management reporting requirements.</p>
2.4	<p>ETHICS MANAGEMENT SUPPORT</p> <p>Assess and promote an ethical climate and good governance within the municipality.</p> <ul style="list-style-type: none"> • Arrange and assist with the meetings of different role players to promote ethical conduct in the workplace. • Assist in creating awareness of the role of ethics and values in the governance process and the relationship between governance, risk management and control. • Keep record of all ethical awareness programs and statistics. <p>To ensure that the municipality comply with requirements of the Constitution of the Republic of South Africa, 1996 and other ethics-related legislation, codes and protocols.</p>

NO.	DUTIES/TASKS (What, How and Why)
2.5.	<p data-bbox="320 271 1225 297">FRAUD AND ANTI-CORRUPTION PREVENTION AND AWARENESS SUPPORT</p> <ul data-bbox="368 344 1493 593" style="list-style-type: none"> • Arrange and assist with fraud awareness campaigns to ensure proper and consistent understanding of fraud indicators, triggers, profiling, actions to take, reporting mechanisms, rights, and obligations. • Arrange and assist with the meetings of different role players, law enforcement and intelligence agencies. • Maintain the fraud incident register. • Keep record of all fraud and anti-corruption awareness programs and statistics. <p data-bbox="320 633 1493 701">In order to ensure the development, implementation and awareness of fraud prevention management within the municipality.</p>

PHYSICAL REQUIREMENTS OF THE POST
Ability to handle conflict situations Ability to handle social trauma Ability to work irregular hours when needed Ability to work under emotional and physical pressure

SPECIAL CONDITIONS ATTACHED TO THE POST	
1.	Ability to work under pressure
2.	Work overtime
3.	Strict Confidentiality