MNQUMA
LOCAL MUNICIPALITY

Mnquma Local Municipality • Corner King and Mthatha Street • Butterworth • 4960
Postal Address: • PO Box 36 • Butterworth • 4960
Tel: (047) 401 2400 • Fax: (047) 491 0195 • www. mnquma.gov.za

EXTERNAL ADVERTISEMENT: VACANT POSITION

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POSITION:

CORPORATE SERVICES DIRECTORATE

POSITION	:	**EMPLOYEE RELATIONS OFFICER**
POST LEVEL	:	**TASK GRADE 11**
DURATION	:	**PERMANENT**
REMUNERATION	:	**(R 469 940.49 – R 531 935.30) PER ANNUM**

MINIMUM REQUIREMENTS:

- Grade 12 plus National Diploma in Human Resources Management/ Labour Relations (NQF Level 6)
- Bachelor's degree in Human Resources Management or Labour Relations and certificate on practical on labour law will be added.
- Three (3) to five (5) years relevant working experience.
- Valid driver's licence.

Knowledge and Scope of Work

- Perform the full range of Human Resources activities within a functional area or more generally within the Human Resources discipline. Supervise staff and mentor other Human Resources professionals. Apply complex analysis to divergent problems with an emphasis on analysis of HR analytics and labour laws.

Core and Functional Competencies:

- **Monitoring and Control:** The ability to understand the key drivers in sector and the municipality and to apply this understanding to meet the service delivery objectives and challenges.

- **Consulting:** The ability to understand the stakeholder needs and dynamics and to build capacity within the target audience through the ability to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.

- **Negotiation:** The ability to achieve the desired objectives and agreements through interactive discussion with either internal or external parties. Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.

- **Industrial and labour relations:** The Management of individual and collective relations in a municipality through the implementation of good practices that enable the achievement of municipality objectives complaint with the legislative framework.

KEY PERFORMANCE AREAS:

- Co-ordinate and control procedures and research sequences associated with disciplinary and grievance cases and enquires.
- Foster good working relations between management and employees and facilitates climate of Labour Relations within the institution.
- Facilitate disciplinary hearings and grievance processes and appeal cases to ensure that the municipal staff code of conduct is adhered with.
- Provide support in the preparation of Conciliation and Arbitration processes.
- Facilitate workshops for employer and employees to promote sound labour relations.
- Identity and define the immediate, short- and long-term objectives and plans associated with HR.

INSTRUCTIONS TO APPLICANTS

Interested candidates must please fill the application form obtainable from www.mnquma.gov.za and at Recruitment office – Office no 3 Mnquma Local Municipality, CV, certified copies of qualifications and ID, not older than six (06) months for the attention of Ms V. Mviko Director Corporate Services:

Mnquma Local Municipality, P.O. Box 36, Butterworth, 4960 or hand deliver at Office No. 3 Corner King and Mthatha Street. **faxed and emailed applications will not be considered.**

For **enquiries** you can call the HR Office @ **047 050 1120/1136** during office hours. Candidates will be required to undergo screening test where applicable.

The closing date for applications is 14 January 2026 at 13:30.

DISCLAIMER:

Mnquma Local Municipality is an equal opportunity employer and is committed to the provisions of the Employment Equity Act No 55 of 1998 for the advancement of previously disadvantaged groups, people from designated groups are encouraged to apply.

- By submitting your application for a position at the Mnquma Local Municipality, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related processes.
- The municipality reserves the right no to make an appointment.
- Any misrepresentation or failure to disclose material information on the application will automatically disqualify your application.
- You also consent to the following risk checks should your application be shortlisted: Credit Record, CV validation, Employment record verification, Criminal check, and Identity validation.

NB. Only short-listed candidates will be contacted and if you are not contacted within six weeks after the closing date you may regard your application as unsuccessful.

MR S. MAHLASELA
MUNICIPAL MANAGER

DATE 04/Dec/2025