



Elundini Local Municipality

1 Celler Street • Maclear • 5480 • PO Box 1 • Maclear • 5480

Tel: +27 (0) 45 932 8100 • Fax: +27 (0) 45 932 1094 • Email: info@elundini.gov.za

15<sup>th</sup> November 2018

**ELUNDINI LOCAL MUNICIPALITY**  
**EXTERNAL ADVERTISEMENT**  
**NOTICE NO: 21/2018-19**

The Elundini Local Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following positions:

**CORPORATE SERVICES DEPARTMENT**

- OHS/ SHE PRACTITIONER (TASK GRADE 11)**  
**ANNUAL BASIC SALARY R254 232.00- R330 012.00**

**MINIMUM REQUIREMENTS:** •Three year National Diploma in Occupational Health Safety Management/National Diploma Human Resources Management • Code EB Drivers' License• Computer Literacy- Office Applications • 3 years experience in Occupational Health and Safety/Human Resources Management Environment

**OCCUPATIONAL HEALTH AND SAFETY CONTROLS • OPERATIONAL PLANNING AND REPORTING:**

•Coordinates implementation of Occupational Health and Safety management systems and • Identifying with objectives and processes necessary for implementation of Occupational Health and Safety management system to deliver results in accordance with the organisations Occupational Health and Safety Policy. •Implementing and monitoring Occupational Health and Safety procedures• Developing and compiling Health and Safety Files for the new municipal projects

**GENERAL FUNCTIONS: COMMUNICATION:** • Responding through the collection of factual information and/or conducting the necessary investigation/research, to enquiries and concerns on services. Administering the submission and safe keeping of injury on duty reports for later analysis for inputting to reengineering of work procedures and or policy reviews.

If you are aware of any instances of fraud and/or corruption within the municipality, these matters may be reported, anonymously, to:

Freecall: 0800 117 844 • Freefax: 0800 007 788 • SMS: 32840 • Email: elundini@tip-offs.com

Freepost: Freepost KZN138, Umhlanga Rocks, 4320

All correspondence must be addressed to the Municipal Manager

**2. LABOUR RELATIONS PRACTITIONER (TASK GRADE 11)**  
**ANNUAL BASIC SALARY R254 235.84-R330 010.32**

**MINIMUM REQUIREMENTS:** • National Diploma in Human Resources Management/Labour Law  
• Computer Literacy-MS Office Applications • Code EB Drivers' License • 3 years' experience in the Human Resources Management environment.

**MAIN DUTIES:** •**INDUSTRIAL RELATIONS FUNCTIONS:** •**CASE MANAGEMENT:** •Facilitating the institution disciplinary processes against an employee whenever is found appropriate. •Keeping and updating the disciplinary and grievance register • Facilitating quarterly information sharing sessions to keep staff members abreast of any developments relating to labour relations in the workplace. •**ADMINISTRATION FUNCTIONS:**•**REPORTS/CORRESPONDENCE:** • Preparing reports on disciplinary/Grievance cases referred and attended to, outlining outcomes /awards for submission to the immediate superior.

Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found.

**VALUE STATEMENT**

The Elundini Municipality subscribes to high morals and principles to promote and maintain integrity of the Municipality.

**NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.**

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants.

**Faxed applications will not be accepted.**

Applications should be addressed to:

Director Corporate Services  
Elundini Local Municipality  
P.O. Box 1  
Maclear  
5480

**Tel. No: (045) 9328100**

**Closing Date: 07<sup>th</sup> December 2018**

