

# MATJHABENG MUNICIPALITY



## INTERNAL ADVERTISEMENT

### CORPORATE SERVICES

### LABOUR RELATIONS

#### TYPIST CLERK

**SALARY: R198 036 – R240 744 pa** (*Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance*)

**POST LEVEL: 12/11**

#### MINIMUM REQUIREMENTS

Grade 12 plus 2 years' experience in office administration. 2 Years experience of General office as well as an understanding of Labour Relations. Understanding of Local Government legislation. Computer literacy is essential with specific reference to Microsoft Office and Outlook. Sound knowledge of Local Government Administration and Labour Relations will be an added advantage.

#### KEY PERFORMANCE AREAS

- Sorting incoming/outgoing correspondence for attention or circulation.
- Updating files inserting current and relevant information and seeking approval on the destruction of old or outdated correspondence / documentation.
- Handling of all labour related enquiries.
- Retrieving supporting documentation and records to facilitate and support query resolution.
- Copy typing and formatting documents / reports, correspondence, statistics, items, Submissions, presentations using word processing and related office applications.
- Preparing case files containing all documents, correspondence and outcome / award determination and/or accessing/retrieving information on request.
- The registering and capturing of data on PayDay System.
- The keeping of time off in terms of Organisational Right Agreement as well as relevant results of Labour Relations cases including matters relating to Labour Relations by importing data into PayDay System.
- Any relevant duties as requested by Senior Labour Relations Personnel.

- Attending to telephonic calls and visitors to the Branch, establishing nature of visit and directs requests to appropriate personnel.
- Recording details of enquiries and/or messages in the absence of personnel and forwarding for attention upon availability and/or communicating routine information to the enquirer referring to the Branch calendar, directory and other sources of information detailing the facilities and functions of the Municipality.
- Confirming availability of venues for Labour related cases and meetings.
- Compiling and typing of Activities Report and drafting of Monthly Report.
- Maintaining stock of standard form and stationery.
- Completion of requisitions for stationery and petrol.

***Enquiries regarding the positions can be forwarded to Mr N Mtirara (057) 391 3212***

- Candidates are requested to forward a comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to The Acting Senior Manager Human Resources, P.O Box 708 Welkom 9460 or may hand it to the Municipal Building 1<sup>st</sup> Floor, Room 17 &18, Main Building, Odendaalsrus.
- Fraudulent qualifications or documentation will immediately disqualify any applicant.
- A candidate who canvasses any Councillor and / or Senior Official for preference will be disqualified immediately from the selection process or from appointment.
- Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998)

**CLOSING DATE: 21 JUNE 2024**

**Please note:** If applicants are not contacted for an interview within six weeks after the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).

**ADV. LMR NGOQO  
MUNICIPAL MANAGER**