

Overstrand Municipality, an equal opportunity employer, strives to render a dynamic and effective service to the community. Competent and self-motivated candidates and candidates from designated groups who enjoy challenges are invited to join our leading team by applying for the following post:



DIRECTORATE
Corporate Services

DEPARTMENT
Human Resources
Management – Employee
Relations

REFERENCE NUMBER
WC0329634

SALARY
Basic: R356 340 p.a.

CLOSING DATE
8 July 2026

EMPLOYMENT TYPE
Permanent

PLACE OF WORK
Hermanus

Assistant Labour Relations Officer

Requirements:

- A relevant 3-year tertiary qualification in Human Resources Management or related field, preferably in Labour/Industrial Relations
- Computer Literacy (MS Office Application)
- Valid Code B/EB driver's license
- 0-2 years relevant experience required, preferably within an Employee/Labour Relations environment
- Communication skills in at least two of the three official languages of the Western Cape

Key Performance Areas:

- Provide logistical support and general administrative and advisory services to Management, Employees and Trade unions.
- Support and assist with Employee Assistance, Wellness and Awareness in the Municipality
- Perform specific tasks related to the implementation of incapacity processes and enquiries (Prior and post incapacity.)
- Administer and advising on grievance procedures and enquiries.
- Coordinates and implements procedures and sequences related to disciplinaries and grievances cases.
- Prepares and represents the Municipality in disciplinary and or cases referred for conciliation or arbitration to the SALGBC / CCMA.
- Administer disciplinary processes and procedures.
- Administration – Conciliations / arbitrations notices.
- Assist with providing training and guidance to management of set procedures.
- Liaise and communicate with external bodies/ people when required.

Minimum competency framework:

As are provided for in the Local Government: Municipal Staff Regulations

<p>Core Professional Competencies:</p> <ul style="list-style-type: none"> - Written Communication - Oral Communication - Organisational Awareness - Consulting - Planning and Organising - Monitoring and Control - Negotiation 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> - Change Management - HR Technology/Information Management - HR Service Delivery - Talent Management - Workforce Planning - Learning and Development - Occupational Health and Safety - Compensation and Benefits Management - Performance Management - Employee Wellness - Industrial and Labour Relations
<p>Personal Competencies:</p> <ul style="list-style-type: none"> - Action and Outcome Orientation - Conflict Management - Resilience - Learning Orientation - Accountability and Ethical Conduct - Problem Solving and Analysis 	<p>Management/Leadership Competencies:</p> <ul style="list-style-type: none"> - Impact and Influence - Team Orientation - Direction Setting - Coaching and Mentoring
<p>Public Services Orientation Competencies:</p> <ul style="list-style-type: none"> - Interpersonal Relationship - Communication - Service Delivery Orientation 	

Special conditions:

- Ability to work under & handle stress and deal with and/or resolve conflict.
- Good knowledge of Labour Law, Relevant Legislation and Collective Agreements & Legal Administrative services & Processes.
- Must be able to work through lunch and overtime/after-/extra hours.
- Must be able to be private and confidential.

How to Apply:

Apply online:

External candidates:

www.overstrand.gov.za

Internal staff: [Overstrand Municipality Intranet](#)

- Original qualifications must be available on request.
- All completed application forms must be accompanied by a comprehensive CV, copy of ID, valid driver's license (if required) and academic qualifications.
- Applications not made on a prescribed application form (available via the online link) will not be accepted.
- Shortlisted candidates will be subjected to a qualification verification, a reference check and where necessary, undergo screening and vetting.
- Successful candidates will be required to sign an employment contract, where applicable, a performance agreement and disclosure of benefits and interest
- Applications/ supporting documents larger than 25MB will not be accepted

Please Note: Further communication will be limited to shortlisted candidates. If you do not receive feedback within six weeks of the closing date, please consider your application unsuccessful. For further information, please contact **Mr. Nigel Floors** (028) 313 8123. **The Council reserves the right not to make an appointment.**

In addition to the above-mentioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy/allowance and relocation costs under certain conditions.