



LOCAL MUNICIPALITY OF LEKWA

The Lekwa Local Municipality with its seats in Standerton, invites applications from qualified, motivated and innovative individuals for the following positions to become part of and join a dynamic and growth orientated Local Authority.

INTERNAL/EXTERNAL ADVERTISEMENT

DEPARTMENT: CORPORATE SERVICES

PERMANENT POSITION

POSITION: LABOUR RELATIONS OFFICER

Reference number: MP305/CS/LRO/01

Salary: R512 847.23 per annum Task Grade 13

Minimum Requirements

- Grade 12.
- A relevant 3 years' tertiary qualification in Labour Relations/Human Resources Management or related field.
- Sound knowledge of employment and labour laws
- Compliance to statutory requirements
- Excellent written and verbal communication skills.
- Computer literacy: MS office.
- 3-5 years relevant experience required.
- A valid code B drivers licence

Key Performance Areas

- Organise and manage disciplinary hearings (venue, dates, charge sheets)
- Advise parties on procedures and ensure fairness
- Prepare reports and recommendations for appeals
- Maintain accurate records and minutes of hearings
- Facilitate grievance processes and ensure compliance with procedures
- Liaise with all parties and maintain grievance statistics
- Provide continuous advice on conditions of service, legislation, and policies
- Identify and report problem areas in labour relations
- Monitor potential conflict situations and recommend solutions
- Assist in planning and managing labour unrest, including negotiations
- Prepare quarterly reports to Council
- Develop and implement labour relations policies and agreements
- Produce documents for Council and management decisions
- Interact with internal departments, trade unions, councillors, and external bodies (SALGA, DPLG)
- Use diplomacy and negotiation to resolve disputes and maintain sound labour relations
- Handle complex correspondence related to labour relations

Inherent requirements

• Sound and professional interpersonal skills • Ability to give attention to detail • Supervision Skills • Problem Solving Skills • Conflict resolution skills • Ability to handle pressure and meet deadlines • Strong sense of responsibility • Decision making skills • Ability to work independently

Please Note:

1. Interested applicants meeting the requirements are requested to forward an application form, comprehensive Curriculum Vitae, together with originally certified copies of qualifications and identity documents to **The Acting Municipal Manager (Attention Manager Human Resources), PO Box 66, Standerton, 2430** or hand-deliver such at the **Lekwa Local Municipal Administrative Building, Corner Dr Beyers Naude and Mbonani Mayisela Street, Standerton.**
2. Faxed, e-mailed and late applications will not be considered.
3. Correspondence will only be entered into with shortlisted candidates Applicants who have not been contacted within sixty (60) days of the closing date should consider their applications unsuccessful
4. Lekwa Local Municipality reserves the right not to make any appointment.
5. The submission of an application gives Lekwa Local Municipality the right to make inquiries necessary to obtain information regarding the applicant's background. Such enquiry will include current and previous employers, criminal record as well as academic institutions. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA).
6. Canvassing Councillors or officials for the appointment is strictly prohibited and will automatically disqualify the applicant.
7. People from previously disadvantaged groups and people with disability are encouraged to apply 

8. The application for employment form obtainable from the Lekwa local municipality website at www.lekwalm.gov.za must be completed.
9. For further enquiries please contact the Acting Human Resources Administration Officer Ms. P.E Lubisi at plubisi@lekwalm.gov.za.

Notice: 01/2026

Closing date for application: 16 February 2026



S.M. JIYANE
ACTING MUNICIPAL MANAGER