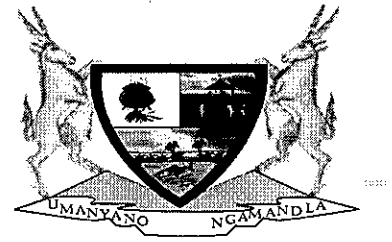


Mbizana Local Municipality



Date : 27 September 2019

Subject : **Specification for Training of Managers and Supervisors in Disciplinary Procedure**

REF: 4/2/3/1/3

Background

1. Managers and Supervisors have an important role to ensure and/or manage discipline in their sections and subsections. The duty to supervise the employees in the workplace also includes initiating and presiding over disciplinary processes and grievance procedures. The promotion of literacy in disciplinary issues among supervision will serve to assist the Municipality in its greater goal of ensuring and maintaining a stable and productive labour environment.

Scope of Work

2. The appointed service provider will be expected to perform the following functions:
 - 2.1. Train identified staff on the provisions of the South African Local Government Main Collective Agreement in respect of collective and individual labour rights;
 - 2.2. Train identified staff on the implementation of the grievance procedure and the resolution of work-related disputes;
 - 2.3. Train identified staff on chairing and initiating disciplinary processes;
 - 2.4. Train identified staff on the provisions of the Labour Relations Act 66 of 1995, as amended, including the Code of Good Practice; and
 - 2.5. Train identified staff on Code of Conduct of Municipal Staff Members as provided in Schedule 2 of the Municipal Systems Act 32 of 2000.

3. Essential Requirements for Appointed Service Provider

The appointed service provider must:

- 3.1. Be registered with the Local Government Sectoral Education and Training Authority (LGSETA).
- 3.2. Provide a training that is recognised by the South African Qualifications Authority, with a recognised registration number
- 3.3. Possess the requisite skill and experience in facilitating trainings of this nature within the local government sphere.
- 3.4. Produce a certificate of competence for each of the identified staff attending the training

4. Logistics

- **Venue for 5 days training**
- **Catering and still water for 30 people for 5 days**
- **Conference facilities for 30 people for 5 days**

5. Hoping that you find the above to be in order.

Per: Gwala Z (Mr)
Snr Man Corp Serv