



THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

**LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHLENI**

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 203 0005/8/442
Fax (053) 203 0490
www.thembelihlemunicipality.gov.za

Thembelihle Local Municipality (NC 076) is an equal opportunity, affirmative action employer, is awaiting the applications for the following position. We encourage disabled persons to apply.

VACANCY: HUMAN RESOURCES OFFICER

REQUIREMENTS:

- National Diploma in Public Administration/Personnel Management/ HR Management or equivalent qualification
- At least 3 years Human Resource Administration experiences with payroll, leave and hands on experience in the compilation of Work Skills Plan and implementation thereof.
- At least 2 years hands-on experiencing in the compilation of Employment Equity Reports and Implementation thereof
- Computer Literate (MS Word, Excel, Access, Power Point)
- Good interpersonal and communication skills
- Strong understanding of Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Development Levies Act and Collective Agreement that regulates Local Authorities
- Ability to deal with confidential information
- Ability to write submissions and calculating skills
- Accuracy and the ability to give attention to detail
- Ability to work independently, under pressure and meet deadlines
- Ability to communicate in at least two of the official languages of the Northern Cape

KEY PERFORMANCE AREAS

- Executes the internal and external recruitment and selection of personnel.
- Draft job advertisement and obtain approval from Municipal Manager before publishing adverts internally and or externally
- Administer and prepare for short listing, interviews, appointment, introduction, probation and terminations of employment contracts.
- Conducting induction of new employees
- Overseeing the opening managing and maintaining of the personnel files of employees
- Overseeing the administration of employee and Councilors benefits, leave, pension, medical aid, funerals and housing loans.
- Generate reports and statistics for Manager Corporate Services as and when requested from the Payroll System
- Overseeing the payroll & leave administration and verifies all transactions before the payroll calculations can be performed to ensure that deadlines is met with regards to monthly payroll run
- Preparing the Employment Equity Report & Plan in accordance with procedures specified by the Department of Labour and Ensure timeous submission
- Prepare the WSP in accordance with the Skills Development Act and ensure timeous submission
- Overseeing and verifies all calculations made in terms of payroll before final calculation run
- Overseeing and verify all payments made to Third Parties in ensuring effective monitoring
- Overseeing Training and development function and ensuring that training are implemented according to approved WSP
- Continuous to monitoring and guidance and to immediate subordinates in order to improve on employment processes and procedures
- Prepare and provide relevant Human Resource reports to the Manager Corporate Services and Municipal Manager
- Report to relevant committees regarding trends and market related challenges in order to improve benefits of employees
- Implement HR policies and ensuring that employees are continuously trained on them
- Serve as a secretary on all HR Committees and subcommittees
- Authorize selected Human Resource related processes on the Sebata Payroll System

Remuneration: Annual Salary of R275 301.36 based on Notch 1 Task Grade 12 of Category 1 Local Authority

Benefits: Normal Fringe Benefits applicable to Local Authorities

Closing Date: 10^h August 2018

Please note that no applications by E-mail or Faxed will be accepted. Applicants should note that if they are not notified of the outcome of their applications within 90 days of the closing date of submission of applications, they may conclude that their applications were not successful. The municipality reserves the right not to make any appointment following the placement of this advertisement. Applications containing a letter of application, curriculum vitae and certified qualifications as well as identification document shall be sent to:

Municipal Manager: attention **Mr. Michael R. Jack**
Thembelihle Municipality
Private Bag X3
HOPETOWN

Tel: 053-203 442/05/08 or 001