



THEMBELIHLE

Incorporating the towns of Strydenburg and Hopetown

Northern Cape Province, Republic of South Africa

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

✉ Private bag X3 HOPETOWN 8750

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www.thembelihlemunicipality.gov.za

EXTERNAL/INTERNAL ADVERTISEMENT

NOTICE NO: 3/2023

Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: CORPORATE SERVICES

POST: HUMAN RESOURCE OFFICER

ANNUAL SALARY: R259 647.84 (Task Grade 10 notch 1 of Category 1 Local Authority).

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension Fund Benefits
- Medical aid fund benefits
- Leave benefits

KEY REQUIREMENTS:

- National Diploma in Public Administration/Personnel Management/ HR Management or equivalent qualification;
- At least 3 years Human Resource Administration experiences with 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.

FUNCTIONS AND RESPONSIBILITIES

- Execution of council resolutions with regard to personnel matters.
- Handling of telephone as well as personal enquiries of staff members and public.
- Liaise with outside institutions, departmental heads and staff.
- Deal with correspondence **resulting from the contravention of Council's Conditions of Service**, by compiling draft letters for signature by the Head: Administration and Support and compiling reports and responses to enquiries.
- Conduct disciplinary hearings and interpret when necessary, by preparing the notices, charge sheets, investigations, reports, charging the alleged transgressor and informing the relevant parties of the hearings.
- Control of functions concerning early retirements, by advising the relevant staff members and checking the quoted calculations of benefits.
- Responsible for the total administration of employment:
 - 1) Advertise vacant positions.
 - 2) Compile profile of candidates.
 - 3) Process appointments.
- Implement promotions by controlling the execution of Council policy and the **particulars of the relevant person's position after the promotion**.
- See to the correct implementation and application of the termination of service.
- See to the correct implementation and execution of disciplinary measures.
- Responsible for the supervision over the safe keeping of personal
- Advising and guiding Supervisors and Management on all HR planning, structures and related issues
- Monitoring trends, conduct surveys and advises management accordingly in respect of human resources procurement issues, e.g. labour turnover, staff shortages, manpower planning needs, etc.
- Maintaining an accurate record at all times of the organisation structures, staff establishment and actual strength for all posts within each Department
- Administer staff establishment control and ensure that the approved staff establishment is not exceeded
- Conducting manpower and succession planning exercises to establish and provide for future staffing requirements
- Instituting recruitment and selection procedures to ensure the timeously filling of posts with suitably qualified and experienced staff. This process includes scrutinising advertisements for the staff Vacancy Circular, press, screening of applicants and short listing, participation in interviews and checking letters of appointment. Advertise vacant positions. Compile profile of candidates. Assist line management with the screening and selection process

- Process appointments by checking the appointment letters for accuracy and correctness.

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager.

Enquiries can be directed to the Manager Human Resource and Administration, Mr P. Jafta at 053 2030 005/8.

Closing date: 26 MAY 2023 at 12h00

ACTING MUNICIPAL MANAGER: MR KP LESERWANE

Thembelihle Municipality

PO Box X3

HOPETOWN

8750

Tel: 053 2030 005/8

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

