



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

Church Street HOPETOWN 8750

☎ (053) 203 0005/8/442

Fax (053) 203 0490

www.thembelihlemunicipality.gov.za

EXTERNAL/INTERNAL ADVERTISEMENT

NOTICE NO: 5/2024

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 RESOURCES OFFICER

ANNUAL SALARY: R 381 440.76 (Grade 12 Notch 1 of a 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 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.

FUNCTIONS AND RESPONSIBILITIES

- 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 Councillors 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 are 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 is 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;
- Serve as a secretary on all HR Committees and subcommittees and
- Authorize selected Human Resource related processes on the Sebata Payroll System.

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 Acting Municipal Manager. Enquiries can be directed to the Senior Manager: Corporate Services, Mr TR OLIPHANT at 053 2030 005/8.

Closing date: 23 AUGUST 2024 at 12h00

MR RJ SHUPING

ACTING MUNICIPAL MANAGER

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.