

# Winnie Madikizela-Mandela Local Municipality

Physical Address  
51 Winnie Madikizela  
Mandela Street  
Postal Address  
P O Box 12  
Bizana



Office of the Municipal  
Manager  
Tel: 039 251 0230  
Fax: 039 251 0917  
mahlakal@mbizana.gov.za

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## EXTERNAL ADVERT

Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below:-

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|----------------------|---|
| <b>1. POST:</b>      | <b>HR OFFICER: RECRUITMENT</b>            |
| <b>DEPARTMENT:</b>   | <b>CORPORATE SERVICE</b>                  |
| <b>CONTRACT:</b>     | <b>PERMANENT</b>                          |
| <b>TASK GRADE:</b>   | <b>10</b>                                 |
| <b>REFERENCE:</b>    | <b>MLM/JD11/HROR</b>                      |
| <b>REMUNERATION:</b> | <b>R236 650.00 basic salary per annum</b> |

### **REQUIREMENTS**

- ✓ Grade 12;
- ✓ National Diploma in Human Resources;
- ✓ 2-3 years' experience in Local Government Human Resources Field;
- ✓ Must be computer literate;
- ✓ Knowledge of employment legislations;
- ✓ Full understanding of HR functions and best practices;
- ✓ Be able to work independently without supervision;
- ✓ Possess excellent communication skills, both verbal and written and
- ✓ Able to engage in meaningful negotiation and resolution.

### **KEY PERFORMANCE AREA**

- ✓ Supporting the development and implementation of HR initiatives and systems;
- ✓ Providing counseling on HR policies and procedures;
- ✓ Actively involved in the recruitment processes;
- ✓ Maintain the upkeep of employee records with confidentiality and according to policy and legal requirements;
- ✓ Create and implement an effective onboarding plans;
- ✓ Addressing under-representation of designated groups in all occupational categories and levels in the workforce to ensure compliance with the Employment Equity Act and
- ✓ Provides information and/ or reports on the status and outcomes of all general Human Resource functions.

2. **POST:** HR OFFICER: IPMS  
**DEPARTMENT:** CORPORATE SERVICE  
**CONTRACT:** PERMANENT  
**TASK GRADE:** 10  
**REFERENCE:** MLM/JD11/HRIPMS  
**REMUNERATION:** R236 650.00 basic salary per annum

#### REQUIREMENTS

- ✓ Grade 12;
- ✓ National Diploma in Human Resources;
- ✓ 2-3 years' experience in Local Government Human Resources Field;
- ✓ Diploma in People Performance Management will be an added advantage;
- ✓ Must be computer literate;
- ✓ Be able to work independently without supervision;
- ✓ Possess excellent communication skills, both verbal and written;
- ✓ Display excellent organisational skills, good time management skills and multi-task in a fast-paced environment and
- ✓ Be able to negotiate with diplomacy.

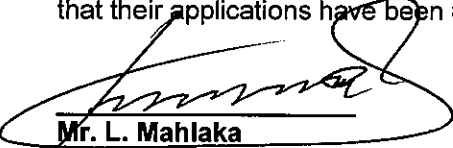
#### KEY PERFORMANCE AREA

- ✓ Conscientising employees and managers on purpose of job description formulation and job evaluation;
- ✓ Attending Job Evaluation sessions with the aim to engage/debate members on content of municipal job descriptions formulated and uploaded onto the system;
- ✓ Co-ordinate and drive the Individual Performance Management System programme of the Municipality;
- ✓ Provide information and/ or reports on the status and outcomes of all general Human Resource queries internally/ externally and
- ✓ Collates and prepares qualitative and quantitative information for inclusion into specific statutory reports.

A covering letter clearly stating the position you are applying for, a comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the Municipal Offices during office hours or emailed to: [hr@mbizana.gov.za](mailto:hr@mbizana.gov.za). For more information please contact: **Ms N. Mshweshwe on 039-251 0230** during office hours. **Closing date: 22.12.2021 @ 12pm.**

**CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.**

Applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



**Mr. L. Mahlaka**  
**Municipal Manager**