

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

RE - ADVERT

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

1. POST:	HR OFFICER: RECRUITMENT
DEPARTMENT:	CORPORATE SERVICE
CONTRACT:	PERMANENT
TASK GRADE:	10
REFERENCE:	MLM/JD11/HROR
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;
- ✓ 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.

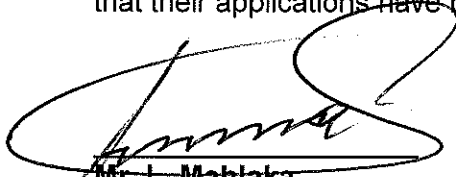
An application form (available on the municipal website) must be completed to apply for the position and the reference number quoted, a comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences 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. For more information please contact: Ms N. Mshweshwe on 039-251 0230 during office hours. Closing date: 20.09.2022 @ 12pm.

Notice: This is a re-advert. All those who have applied before need not to apply again.

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**