

éDumbe Municipality

10 Hoog Street
Private Bag X308
PAULPIETERSBURG 3180



☎ : (034) 995 1650
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edumbekz261@mweb.co.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Date: 19 September 2018

POST: HUMAN RESOURCE MANAGER

DEPT: CORPORATE AND COMMUNITY SERVICES

REF NO: EDUMP-08/2017/18

REMUNERATION IS TASK GRADE 17: (R 534 822.93 – R 694247.09 PER ANNUM) OF CATEGORY 1 LOCAL MUNICIPALITY PLUS NORMAL FRINGE BENEFITS APPLICABLE TO LOCAL GOVERNMENT

MINIMUM REQUIREMENTS:

- Grade 12 (Matric)
- Degree/ Diploma in Human Resource Management or equivalent 3-year tertiary qualification relevant in Human Resource Management NQF L6
- MFMP / CPMD will be an added advantage
- Computer literate, efficient in Microsoft word, power point and excel
- 5-6 years relevant experience in a Municipal environment 2 years must be supervisory in local Government
- Conflict management skills; good communications skills verbal and written; capability of working under pressure and still meet deadlines
- Knowledge of VIP system
- Must have a valid South African drivers licence

RESPONSIBILITIES:

1. Monitor the compilation of Workplace Skills Plans to ensure compliance with EEA.
2. Manage recruitment and selection processes.
3. Implementation of corrective measures in accordance with Human Resources Policies and Procedures and Code of Good Practice encapsulated in Employment Legislation.
4. Manages and controls organization change and development through the formulation of specific policies and procedures

5. Implement Human Resource communication strategies by participating in Trade Union and Regional Human resources Forums, Committees etc
6. Plans, leads and direct Training and Development functionality
7. Manages and controls procedures and processes associated with maintaining employment relations.
8. Interacting with the internal / external auditors and makes available information and supporting documentation
9. Perform other related duties as instructed by supervisor / superiors

éDumbe Municipality is committed to Employment Equity, therefore, in these appointment such factors will be taken into account. éDumbe Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with short listed candidates. If you have not heard from us within (one) 1 month of the closing date, please regard your application as unsuccessful. The council nevertheless appreciates the interest shown by applicant.

The applications accompanied by éDumbe Municipality Application form (to be obtained on the Municipal website), Application Letter, Curriculum Vitae, certified copies of Qualifications, copy of Identity Document, copy of drivers licence and details of three (3) references and must be addressed to the:

Municipal Manager
éDumbe Municipality
Private Bag x 308
Paulpietersburg
3180

or Hand delivered at the Municipal Building No: 10 Hoog Street, Paulpietersburg. Failure to attach all required documents will disqualify your application. Faxed, Z83 form and e-mailed applications will not be accepted. If you have not been contacted after 30 days of closing date of advertisement, please accept that your application was unsuccessful.

CLOSING DATE for applications: 09 October 2018

Enquiries with regards to this post may be directed to Mr V.B. Mbatha (Director Corporate and Community Services) on 034- 995 1650 during office hours. No late applications will be considered.

Please note that the successful applicant will be required to submit original qualifications and consent to the verification of such qualification

Yours faithfully

M.P. KHATHIDE
MUNICIPAL MANAGER