



THABAZIMBI MUNICIPALITY
PRIVATE BAG X530
THABAZIMBI
0380
Tel.: 014 777 1525 / Fax: 014 777 1531

Thabazimbi Municipality is an equal opportunity employer subscribing to the Employment Equity Act and hereby invites applications from suitable qualified experienced persons for appointment in the under mentioned post. **RE-ADVERT: If you previously applied for this position, you are advised to re-apply.**

HUMAN RESOURCE OFFICER

(CORPORATE SERVICES DEPARTMENT)

- SALARY** : Post Level 5 (R182 594.40)
- QUALIFICATIONS** : Grade 12
A Three (3) year tertiary qualification in HR
- EXPERIENCE** : 3 Years credible experience in HR administration
Experience on Pay Day will be an added advantage
- SKILLS** : Good interpersonal and communication skills
Ability to deal with confidential information
Good computer knowledge and skills
Ability to work under pressure when necessary to meet deadlines

KEY PERFORMANCE AREAS:

1. Responsible for administration of employee & councilor benefits regarding leave, pension, medical aid etc.
2. Capture all leave application information on PayDay system & record books
3. Prepare adverts, arrange short listing & interviews
4. Supervise and maintain performance of Personnel Clerk in HR Department
5. Supply salary dept with all info regarding salary deductions, new employees, resignations etc.
6. Responsible for all new appointments, resignations, retirements & ill health retirements
7. Arrange all HR meetings & presentations
8. Compile & type monthly reports
9. Address all day to day general personnel requests & telephone enquiries

BENEFITS : Pension Fund, Medical Aid, Housing subsidy

CLOSING DATE: 26 October 2012

If you are interested and you are in possession of the necessary qualifications and experience, please address your covering letter, CV and authenticated copies of your qualifications **OR** complete an application form, include your CV and authenticated copies of your qualifications and send it to:

NOTICE NO. 51/2012

**Municipal Manager
Private Bag X530
THABAZIMBI
0380**

Application forms are available at the Personnel Office of Thabazimbi Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number **014 777 1902 ext 105**.

- **Applications by fax or e-mail will not be accepted.**
- **No applications will be accepted without certified copies of qualifications.**
- **Canvassing with Councilors is not permitted and proof thereof will result in disqualification**

If you are not invited for an interview within 30 (thirty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into.