



THABAZIMBI LOCAL MUNICIPALITY

PRIVATE BAG X530

THABAZIMBI

0380

Tel.: 014 777 1525 / Fax: 014 777 1531

Website: www.thabazimbi.gov.za

Applications are invited from suitable qualified experienced persons for appointment in the under mentioned post.

SENIOR ODT OFFICER **(CORPORATE SERVICES)**

SALARY PACKAGE: Post Level 4 (R361, 715.16) per annum. Additional benefits attached to the position are as follows: (i) Travelling allowance of 650km, that is calculated according to the vehicle that you use for business purposes; (ii) R500.00 per month towards Cell phone use; (iii) Medical aid cover is subsidized by 60% of the total contribution for family members; (iv) Pension fund contribution by Municipality is 18% of basic salary; (v) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

MINIMUM REQUIREMENTS: National Diploma in Human Resource Management/Development/Organizational Development/Work Study or equivalent. Computer Literacy. Valid Driver's License.

EXPERIENCE: Minimum of 2 years relevant working experience.

KEY PERFORMANCE AREAS: facilitate activities to ensure that OD interventions are implemented to enhance organizational performance. Design, source and recommend diagnostic tools to measure organizational effectiveness. Coordinate change management initiatives. Facilitate a process of job analysis and compilation of job descriptions for posts on staff establishment. Coordinate development, review and implementation processes associated with organizational structure. Facilitate the implementation of Employment Equity. Update staff establishment periodically. Coordinate activities associated with capacity building and training of line managers. Supervise skills development and capacity building. Compile and produce statistical information with regards to Organizational Development and Transformation. Compilation of periodical reports as and when required.

Notice number: 07/2022

CLOSING DATE: 11 MARCH 2022

If you are interested and you are in possession of the necessary qualifications and experience, please address your **CV and authenticated copies of your qualifications and driver's license** on an application form duly completed to:

The Municipal Manager
Private Bag X530
THABAZIMBI
0380

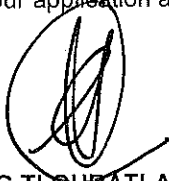
Application forms are available at the personnel office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number 014 777 1902

APPLICATIONS BY FAX OR E-MAIL WILL NOT BE ACCEPTED.

Thabazimbi Local Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.

NB. Canvassing with councilors is not permitted and proof thereof will result in disqualification.

If you are not invited for an interview within 20 (twenty) working days after the closing date, consider your application as unsuccessful. No further correspondence will be entered into.



**LG TLOUBATLA
ACTING MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**