



THABAZIMBI LOCAL MUNICIPALITY

PRIVATE BAG X530

THABAZIMBI

0380

Tel.: 014 777 1525

Applications are invited from suitable qualified experienced persons for appointment in the under mentioned post. **No applications will be accepted without certified copies of qualifications as set out below.**

DIVISIONAL HEAD: HUMAN RESOURCES

SALARY PACKAGE: Post Level 1 (R379 968.73) per annum. Additional benefits attached to the position are as follows: (i) Travelling allowance that is calculated according to the vehicle that you use for business purposes; (ii) Additional R439.00 per month towards Cellphone 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.

QUALIFICATIONS: Grade 12. National Diploma in Human Resources Management or relevant equivalent qualification

EXPERIENCE: At least 5 years within Local Government Human Resource environment

SKILLS: Competencies required, Interpersonal skills, negotiation, attention for detail, managing change, work standards, planning, organizing and communication. The incumbent will be expected to have sound knowledge of computer packages (Ms Word, Excel, Power Point) etc. Code B Driver's license.

KPA'S: Develop and Maintain all necessary personnel planning, recruitment and selection procedures to ensure that the municipality has staff of the right caliber to enable it to meet this objectives. Encourage and maintain sound employee relations by undertaking all necessary consultation and negotiation with employee representatives and by ensuring the effective communication of policies. Provide comprehensives Human Resources advisory services to all Managers and Staff to ensure that the Municipality follows best practice in the Management of its staff and to ensure compliance with legal requirements.

Develop, implement and monitor all required personnel procedures relating to staff terms and conditions of employment to ensure that the Municipality complies with legal requirements and best practice. Direct and control the staff of the Division to ensure

that they are appropriately motivated and trained and carry out their responsibility to the required standards. Maintain comprehensive personnel records to ensure compliance with equal opportunities and other legal requirements and to provide information on staffing issues to the Municipality and relevant bodies. Develop and oversee the implementation of all necessary systems and procedures to ensure data integrity and high level recording of all HR processes/ documentations. Oversee all administration and management of recruitment and selection processes, employee relations, talent management, employee assistance programs, occupational health and safety and learning and development.

CLOSING DATE: 26 MARCH 2018

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 **OR** an application form duly completed together with authenticated copies of your qualifications to:

NOTICE NUMBER: 73/2018

**Municipal Manager
Private Bag X530
THABAZIMBI
0380**

Application forms are available at the personnel office of the Thabazimbi 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 Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.

If you are not invited for an interview within 20 (twenty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into.

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