



UMUZIWABANTU MUNICIPALITY

Private Bag X1023

Harding

4680

Tel: 039 4333500 Fax: 039 4331208

EXTERNAL ADVERTISEMENT

MUNICIPAL VACANCY

Applications are hereby invited from suitable qualified candidates for the following positions:

Municipality is an equal opportunity, affirmative action employer. The Municipality reserves the right not to make an appointment. Umuziwabantu is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

MANAGER: HUMAN RESOURCES

TYPE OF EMPLOYMENT	Permanent
TASK GRADE	15
BASIC SALARY	R487 560.24 p.a.
POST NUMBER	CORPHR001
MINIMUM KEY REQUIREMENTS	<ul style="list-style-type: none"> • Matric plus B-Degree in Human Resources Management /Human Resource Development/Labour Relations Management / Public Administration/Industrial Psychology. • Minimum of 5-year experience in Human Resources/ Industrial Relations of which three years must be at Supervisory level in the Local Government Sector or any other sphere of government or Institution. • Profound knowledge of the Municipal Legislations. • Excellent communication and interpersonal skills. • In-depth understanding of Labour Laws and Regulations. • Ability to produce monthly, quarterly and Annual reports within the stipulated time frames. • A valid code B driving license.
MINIMUM PERFORMANCE AREAS	<ul style="list-style-type: none"> • Develop Human Resources (HR) & related policies of the Municipality and ensure that they are not in contradiction with the Labour Legislation, manage, implement and review these policies • Ensure compliance and implementation of Employment Equity policies and practices. • Manage Organizational Design and Job Evaluation processes • Manage Employee Assistance and Wellness programme, as well as safety of employees in the Municipality.

	<ul style="list-style-type: none"> • Manage talent management, employment/recruitment processes and procedures of the Municipality. • Ensure efficient and effective management of payroll administration and employee benefits. • Facilitate and table report/s on the HR & related committees including but not limited to the Standing Committee, Local Labour Forum, Training & Development Committee, Safety, Wellness & Compliance Committee, etc. • Monitor the training and development programmes of the Municipality. • Produce monthly, quarterly and annual performance reports for the Human Resource Management Unit. • Develop and implement audit action plan, and ensure that HR & related information is readily available for internal and external audits. • Provide HR support and advice on HR management matters. • Manage and control the application of specific procedures associated with maintaining a sound Labour Relations. • Develop Budget for the unit and ensure that all costs stay within the allocated budget, adhere to Budget Process Plan and monitor budget of the Unit. • Develop the capacity and capability of personnel. • Perform other responsibilities assigned from time to time by competent authority.
<p>The closing date for applications will be Friday, 14 October 2022 at 16h00.</p>	

Applications should be made on the application form for employment which may be obtained from the municipal website, together with a comprehensive Curriculum Vitae, certified copies of qualifications, Valid Code B Driving Licence and be forwarded to:

UMUZIWANTU Local Municipality
Private Bag X1023
HARDING
4680

or

Email recruitment@umuziwabantu.gov.za

Or

Hand deliver the application to the Human Resources Office at Lot 3635 Turner Street, HARDING between 07:30 to 16:00.

ENQUIRIES: The Director Corporate Services, Mrs Z Mbhele at (039) 433 3500.

NB: Failure to submit documents listed above will result in disqualification. Background screening and competency assessment will be done to shortlisted candidates.

The canvassing of councillors and/or management in respect of this position will lead to disqualification of applicant.

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control. The Municipality reserves the right not to make any appointment in respect of the advertised posts. Canvassing for this position will lead to disqualification of applications.

PLEASE NOTE: THAT NO FAXED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

**MR. W. T. GUMEDE
MUNICIPAL MANAGER**