



THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

**LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI**

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 2030005/8
Fax (053) 2030490
www.thembelihlemunicipality.gov.za

Thembelihle Municipality, an equal opportunity, affirmative action employer, is awaiting the applications for the following position.

VACANCY: MANAGER HUMAN RESOURCES AND ADMINISTRATION

ESSENTIAL REQUIREMENTS

- Diploma in Human Resource Management at NQF Level 6 or Higher Certificate in HR.A Bachelor's Degree in HR will be an added advantage.
- Minimum of 10years' relevant experience in Local Government.
- Understanding and knowledge of HR computer systems (Sebata System)
- Must have gained at least three years' hands on experience in the Payroll and Leave Administration function in a local authority.
- Must have gained at least three years' hands on experience in the compilation of Employment Equity Reports and the implementation thereof
- Must have gained at least three years' hands on experience in the compilation of Workplace Skills Plan (WSP) and the implementation thereof
- Must have at least three years' hands on experience in general administration of Council

OTHER PREFERRED REQUIREMENTS

- Superb communication skills.
- Experience in dealing with senior and sometimes challenging individuals.
- Have confidence in directing HR and Administration and advising management on all aspects of people management and development.
- Strong understanding of Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Development Levies Act and Collective Agreements that regulates Local Authorities

DUTIES: KEY PERFORMANCE AREA

- Leading and directing the human resource and administration personnel to deliver comprehensive HR and Admin services.
- Ensuring that employee relations, including the management of absence, discipline, grievances and sickness.
- Measure employee satisfaction and identifying areas that require improvement.
- Monitor the implementation of training and development programmes of the municipality.
- Monitor the implementation of the Employment Equity Plan and Reports
- In conjunction with the HR Officer ensure that all municipal policies and procedures are up to date and in line with current employment legislation.
- Provide current and prospective employees with information about policies, job descriptions, working conditions.
- Plan, direct, supervise and coordinate work activities of the subordinate staff at HR and Administration, schedule and assign employees, follow up on work results.
- Conduct exit interviews to identify employee reasons for terminating service.
- Study legislation, arbitration decisions and collective agreement contracts to assess the municipal trends.
- Cooperate with and advice management on issues of HR and Administration

Remuneration: Annual salary based on Notch 1 Task Grade 14 of Category 1 Local Authority which is R286 593.12 per annum.

Closing Date: 30 May 2016

Applications should be accompanied by an updated and comprehensively detailed C V with certified copies of qualifications, testimonials and ID document. No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted. If you don't hear from us within 60 days from the closing date, please regard your application as unsuccessful.

Please forward applications to:

The Municipal Manager
Thembelihle Municipality

Private Bag X3

HOPETOWN

8750

Tel: 053-2030005/8/442/001

Enquiries:

Manager: Corporate Services,

Attention: **Mr NE Mguye**