



THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

REFERENCE: TLM007/2015

ENQUIRIES: Mr N. E. Mgyue (Corporate Service Manager)

Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750

(053) 2030005/8

Fax (053) 2030490

www.thembelihlemunicipality.gov.za

VACANCY: MANAGER HUMAN RESOURCE AND ADMINISTRATION.

NB: This is permanent position.

THEMBELIHLE LOCAL MUNICIPALITY (NC076)

THEMBELIHLE LOCAL MUNICIPALITY IS AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITIES AND ENCOURAGES APPLICATIONS FROM SUITABLY QUALIFIED DESIGNATED GROUPS.

A. ESSENTIAL AND NON-NEGOTIABLE REQUIREMENTS:

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

B. DUTIES AND RESPONSIBILITIES:

- i) Leading and directing the human resource and administration personnel to deliver comprehensive HR and Admin services.
- ii) Ensuring that employee relations, including the management of absence, disciplinaries, grievances and sickness.
- iii) Measure employee satisfaction and identifying areas that require improvement.
- iv) Monitor the training and development programmes of the municipality.
- v) In conjunction with the HR Officer ensure that all municipal policies and procedures are up to date and in line with current employment legislation.
- vi) Provide current and prospective employees with information about policies, job descriptions, working conditions.

vii) Plan, direct, supervise and coordinate work activities of the subordinate staff at HR and Administration, schedule and assign employees, follow up on work results.

viii) Conduct exit interviews to identify employee reasons for terminating service.

ix) Study legislation, arbitration decisions and collective agreement contracts to assess the municipal trends.

x) Cooperate with and advice management on issues of HR and Administration.

C. REMUNERATION:

The remuneration will be at T14 Notch 2 = R26168.04pm.

NB: FAXED OR E-MAILED APPLICATIONS SHALL NOT BE ACCEPTED.

- If you do not hear from us within 90 days after the closing date please accept that you were not successful.

- The municipality reserves the right not to appoint following the placement of this advert.

- All applications must be marked “**ADVERTISED POST: MANAGER-HR AND ADMIN**”

- The following must be included:

a) An application letter.

b) The Application Form.

c) Curriculum Vitae

d) Recently certified copies of all qualifications.

e) Recently certified copy of the Identity Document

D. APPLICATIONS SHOULD BE SENT TO:

The Municipal Manager

Attention: Mr AM Mogale

Thembelihle Municipality

Private Bag X3

Hopetown

8750

ALL ENQUIRIES REGARDING THIS ADVERT SHOULD BE DIRECTED TO:

The Corporate Service Manager: Mr NE Mguye at 053 203 0005/8 during Office Hours

CLOSING DATE: 27 NOVEMBER 2015.