



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) 203 0005/8/442

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www.thembelihlemunicipality.gov.za

EXTERNAL/INTERNAL ADVERTISEMENT

NOTICE NO: 2/2023

Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: CORPORATE SERVICES

POST: HUMAN RESOURCE CLERK

ANNUAL SALARY: R150 487.20 (Task Grade 6 notch 1 of Category 1 Local Authority).

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension Fund Benefits
- Medical aid fund benefits
- Leave benefits

KEY REQUIREMENTS:

- Grade 12 or Additional Certificate Public Administration/Personnel Management/ HR Management or equivalent qualification;
- At least 1 year Human Resource Administration experiences with leave management, compilation of Work Skills Plan;
- At least 1 year hands-on experiencing in the compilation of Employment Equity Reports and Implementation thereof;
- Computer Literate (MS Word, Excel, Access, Power Point);
- Good interpersonal and communication skills;
- Strong understanding of Labour Relations Act, Employment Equity Act, Skills Development Act, Skills;
- Development Levies Act and Collective Agreement that regulates Local Authorities;
- Ability to deal with confidential information;
- Ability to write submissions and calculating skills;
- Accuracy and the ability to give attention to detail;

- Ability to work independently, under pressure and meet deadlines;
- Ability to communicate in at least two of the official languages of the Northern Cape.

FUNCTIONS AND RESPONSIBILITIES

- Checking the accuracy of details recorded on transactional documentation and updating work in progress information/ data on specific applications/ systems of the department.
- Merging, copying and transferring data from applications, formatting/ generating forms/ transactional documentation for approval.
- Inserting, tracking progress and moving or merging fields on databases to maintain records of maintenance contracts.
- Filing completed work orders in alpha-numeric or chronological sequence and/ or retrieves files/ folders on request from departmental personnel.
- Attending to and establishing the nature of enquiries/ complaints from the general public/ officials, etc prior to forwarding to the respective Branches/ personnel for attention.
- Updating all applicable policies and procedures on computer
- Assisting employees with applicable policies and procedures
- Providing information to the employees for pension fund, medical aid, group life insurance and UIF using telephone and computer
- Updating the leave register on computer
- Completing all questionnaires using the telephone
- Filing the leave forms on personal files
- Filing of all leave bonus forms
- Keeping record on all long service bonuses
- Handling all documentation and give it to the salary clerk when personnel go on pension
- Receiving leave applications or applications for commutation of leave from employees or relevant departments
- Verifying applications to ensure correct completion of forms and alignment with organisational policies and procedures
- Informing relevant employees or administration officers of non-adherence by addressing them in person or contacting them by phone
- Capturing data on computer system in terms of leave and commutation of leave approved.
- Completing necessary documentation and informing expenditure section and relevant provincial bodies of maternity leave cases as per conditions of service

- Informing expenditure section of applications for commutation of leave received by writing a memorandum and attaching received application.

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager.

Enquiries can be directed to the Manager Human Resource and Administration, Mr P. Jafta at 053 2030 005/8.

Closing date: 26 MAY 2023 at 12h00

ACTING MUNICIPAL MANAGER: MR KP LESERWANE

Thembelihle Municipality

PO Box X3

HOPETOWN

8750

Tel: 053 2030 005/8

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

