

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

Applications are hereby invited from suitably qualified persons to be appointed in the under mentioned vacancy.

HUMAN RESOURCE PRACTITIONER: CALEDON OFFICE

Salary: Post level T12 - Between R377 652.00 p.a. and R490 200.00 p.a.


Requirements: Three (3) year Degree or National Diploma in Human Resource Management or related field with 2 – 5 years relevant Human Resource management experience. Computer literate as well as excellent human relations. A valid driver's license. Must be able to communicate effectively in at least two (2) of the three (3) official languages of the Western Cape, namely English, Afrikaans and Xhosa.

Key Performance areas: The successful incumbent will perform a broad range of HR related administrative tasks by applying specialized knowledge of HR administrative procedures * Provide guidance and advise to staff * ensuring compliance with laid down HR policies and practices * must be able to handle confidential information * responsible for arranging suitable venues and other logistical arrangements for disciplinary hearings * Provide administrative support during disciplinary hearings * Update personnel records and registers * Perform administrative tasks during recruitment and selection processes * other duties as requested from time to time.

Minimum Competency Framework

Core Professional Competencies <ul style="list-style-type: none">- Problem Solving- Communication- Organisational Awareness- Conceptual Thinking- Negotiation and Influencing- Ethics and Professionalism	Public Service Orientated competencies <ul style="list-style-type: none">- Interpersonal Relationships- Client Orientated- Customer orientation and customer focus
Personal Competencies <ul style="list-style-type: none">- Action and outcome orientated- Change readiness- Cognitive ability- Learning Oriented	Management / Leadership competencies <ul style="list-style-type: none">- Team Orientated- Impact and Influence- Direction setting

If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.

 Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in Section 1 of the Employment Equity Act.

W Solomons-Johannes, Municipal Manager, P O Box 24, 10 Church Street Caledon 7230

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13th cheque, a housing/ rental subsidy and settling of furniture removal cost under certain conditions.

Applicants must complete the prescribed application form accompanied by a detailed CV with originally certified copies of qualifications, ID document, as well as a testimonial in order to be considered for the position. Application forms must be forwarded to the Manager: Human Resources, Theewaterskloof Municipality, and P O Box 24 Caledon 7230.

Shortlisted candidates will be subjected to a qualification verification, reference check and where necessary undergo screening and vetting.

Please note: No e-mailed, scanned or faxed applications will be accepted. Only original applications forms will be accepted.

Enquiries: Mr. J Amansure – Senior Manager Human Resources

Tel: 028 – 2143300

Canvassing will disqualify any candidate from being considered for appointment.

APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.

Closing date: 19 April 2024 at 12:00 pm. (no applications will be accepted or considered after the closing date)