

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

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

Please note: *This position is being re-advertised. Applicants who previously applied must submit a new application in order to be considered.*

HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT - CALEDON OFFICE

Salary: Post level T12 - Between R400 560.00 p.a. and R519 936.00 p.a.

Requirements: Three (3) year Degree or National Diploma in Human Resource Management or Performance Management (***originally certified copy must be attached***) 2 – 5 years relevant experience (***experience must be clearly stated in the application form***). Computer literate as well as excellent human relations. A valid Code B or EB driver's license (***originally certified copy must be attached***). 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.

Please note: The prescribed application form **must** be accompanied with originally certified copies of the following documents before the closing date and time of this advertisement – **Failure to attach the required documents will automatically disqualify an applicant.**

- Originally certified copy of a three (3) year Degree or National Diploma in Human Resource Management or Performance Management
- Originally certified copy of a valid Code B or EB driver's license
- Originally certified copy of ID document

Key Performance areas: The successful incumbent will develop, implement and maintain Employee Performance Appraisal policies and administer the Employee Appraisal system * coordinate and manage performance monitoring * ensure monthly performance assessment * assist with completing performance agreements * make recommendation to Senior Manager Human Resources on training and development requirements * oversee and manage SDBIP in terms of performance * preparation and submission of performance reports * ensuring performance processes are implemented in accordance with PMS Policy * render support and give guidance to supervisors and managers on performance and career development * 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 the Employment Equity Amendment Act.

W Hendricks, Acting 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 (TWK Application form) accompanied by a detailed CV with originally certified copies of qualifications and ID document. Application forms must be forwarded to the Senior 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: 06 June 2025 at 12:00 pm. (no applications will be accepted or considered after the closing date)