

# THEEWATERSKLOOF

## Munisipaliteit \* Municipality \* uMasipala

Theewaterskloof Municipality currently awaits suitably qualified persons for appointment in the under – mentioned vacancy.

### SENIOR MANAGER HUMAN RESOURCES - CALEDON

**Salary:** Post level T17 – Between R836 616.00 p.a. to R1 085 964.00 p.a. plus a travel allowance of R15 844.05 per month subject to the conditions as stipulated in the Council's Travel Allowance Policy.

**Requirements:** The most eligible candidate must be in possession of a Bachelor's Degree or Advanced Diploma (NQF7) in Human Resource Management or related field . 8 years or more relevant experience covering a broad range of human resources functions of which 3 years must be at a supervisory (managerial) level. **(experience must be clearly stated in the application form)**. Must be computer literate (MS Office and Excel). The most eligible candidate should also demonstrate a solid understanding of HRM Software such as PayDay. Must have visionary and strategic thinking skills and decision-making ability. Thorough knowledge of the Municipal Staff Regulations. Excellent report writing skills, presentation skills and communication skills. A valid code B or EB driver's license **(originally certified copy must be attached)**. Effective communication skills in at least two of the three official languages in the Western Cape, namely English, Afrikaans and Xhosa. Only applicants with the highest levels of personal integrity will be considered.

#### **Special conditions:**

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 certified documents will automatically disqualify an applicant.


- Originally certified copy of Bachelor's Degree or Advanced Diploma (NQF7) in Human Resource Management or related field.
- Originally certified copy of Driver's license
- Originally certified copy of ID Document

**Key Performance Areas:** Develop and implement HR strategies, policies in line with the Integrated Development Plan (IDP) and Service Delivery Budget Implementation Plan (SDBIP) \* Manage and oversee day-to-day HR Operations including recruitment and selection, training and development and employee wellness \* Manage labour relations, collective bargaining, and ensure compliance with labour law, EE Plan and relevant legislation \* Implement succession planning strategies \* Manage the HR Budget and provide high level reporting to Senior Management \* Manage organization design, job evaluation and individual performance management systems \* Submit reports to the Director Corporate Services, Municipal Manager and relevant Council Committees \* other duties as requested from time to time.

#### **Minimum Competency Framework**

<p><b>Core Professional Competencies</b></p> <ul style="list-style-type: none"> <li>- Problem Solving</li> <li>- Communication</li> <li>- Organizational Awareness</li> <li>- Conceptual Thinking</li> <li>- Negotiation and Influencing</li> <li>- Ethics and Professionalism</li> <li>- Project Management</li> <li>- HR Technology / Information Management</li> <li>- Strategic HR Management</li> <li>- Talent Management</li> <li>- Workforce Planning</li> <li>- Learning and Development</li> <li>- Occupational Health and Safety</li> <li>- Compensation and Benefits Management</li> <li>- Performance Management</li> <li>- Employee Wellness</li> <li>- Industrial and Labour Relations</li> </ul>	<p><b>Public Service Orientated competencies</b></p> <ul style="list-style-type: none"> <li>- Interpersonal Relationships</li> <li>- Service Delivery Orientated</li> <li>- Client Orientated</li> <li>- Customer orientation and customer focus</li> <li>- Communication</li> </ul>
<p><b>Personal Competencies</b></p> <ul style="list-style-type: none"> <li>- Action and outcome orientated</li> <li>- Conflict Management</li> <li>- Resilience</li> <li>- Accountability and Ethical Conduct</li> <li>- Problem Solving and Analysis</li> <li>- Learning Oriented</li> </ul>	<p><b>Management / Leadership competencies</b></p> <ul style="list-style-type: none"> <li>- Impact and Influence</li> <li>- Direction setting</li> </ul>

*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.

GW Hermanus, 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 13<sup>th</sup> cheque and a housing-/ rental subsidy.

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 Manager: Human Resource Administration, 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. CA Fisher: Manager Human Resource Administration

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: 17 April 2026 at 12:00 pm. (no applications will be accepted or considered after the closing date)**