



INTERNAL ADVERT

The Mkhambathini Municipality hereby invites suitable qualified applicants to apply for the following position:

DEPARTMENT: CORPORATE SERVICES

PRINCIPAL CLERK - HUMAN RESOURCES (PERMANENT POSITION)

REMUNERATION: R176 768,88 Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12
- A relevant 3-year tertiary qualification in Human Resource Management or related field
- Code 8 Valid driver's license
- 1-2 years' relevant experience
- Fully computer literate (Ms Office, Ms word, Ms excel and PowerPoint)

KNOWLEDGE SKILLS AND COMPETENCY

- Basic understanding of how the Human Resources Department functions.
- Good interpersonal and communication skills (written & verbal).
- Ability to deal with confidential information.
- The ability to understand stakeholder needs and dynamics and to build capacity within the target audience.

KEY PERFORMANCE AREAS

- Update staff files by ensuring that the required information is kept accordingly.
- Monitoring of staff attendance and registers.
- Coordinate the process recruitment and selection.
- Attends to queries and correspondence received from the Pension/Provident Fund and further assisting staff members with benefits queries.
- Coordinate and submit employee medical examination report to the pension fund for new permanent employees.
- Capturing of leave applications e.g. sick, annual, family responsibility, study by into the system

Application form (clearly stating the position you are applying for), together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.**

Closing date 30 January 2024. Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to Ms. P.N. Ndlovu. Manager: Human Resources at 0317859345.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.



MR. S. MNGWENGWE
MUNICIPAL MANAGER