



## **EXTERNAL ADVERT**

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

**DEPARTMENT: CORPORATE SERVICES**

**MANAGER: HUMAN RESOURCES (PERMANENT POSITION)**

**REMUNERATION: R513 888.48 - R667 079.40** per annum (Task Grade 15 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

### **MINIMUM REQUIREMENTS**

- Grade 12 or National Senior Certificate
- An appropriate Diploma/Degree in Human Resources Management or related field (Postgraduate qualification would be an added advantage)
- 5 years or more relevant experience including 2 years of supervisory experience, preferably from local government environment.
- Code B driver's license

### **KNOWLEDGE SKILLS AND COMPETENCY**

- Developing and ensuring that the HR Strategy is in line to the Municipality's objective.
- The ability to analyse, compile and implement the Workplace Skills Plan, ensuring that reporting is done to the LGSETA.
- The ability to identify and analyse challenges with the implementation of Health and Safety and address these challenges appropriately.
- The ability to prepare considered, high quality written communications including correspondence and reports to committees.
- An in-depth understanding of labour laws and regulations
- Sound and practical knowledge of local government legislation
- Ensuring sustainability of HR practices within the Municipality.

## **KEY PERFORMANCE AREAS**


- Manage and implement personnel management functions, focusing on recruitment and selection, training and development of personnel in the section, benefit administration, payroll processing, as well as performance management and performance review.
- Develop, implement and review human resources policies of the Municipality, and monitor compliance with HR policies.
- Analyse and monitor statistical information pertaining to staff attendance, leave, overtime and shift to address deviations or occurrences of abuse and/or workplace conflict through the implementation of corrective measures, in accordance with human resource policies and procedures.
- Ensure the development and implementation of strategies for talent attraction and retention.
- Manage, participate in and control procedures and processes associated with maintaining employment relations and industrial peace within the Municipality.
- Manage Organisational Design and Job Evaluation processes.
- Manage employee health and safety and employee wellness and ensure efficient and effective management of employee benefits (occupational health and safety performance management).
- Ensure that the audit action plan is implemented, and that human resources information is readily available for internal and external auditors.
- Compile, review and submit the Employment Equity Plan

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 is 23 February 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.P Ngubane Director: Corporate Services at 031 785 9310.

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**