



EXTERNAL ADVERT

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

DEPARTMENT: CORPORATE SERVICES

HUMAN RESOURCES OFFICER (PERMANENT POSITION)

REMUNERATION: R372 957.84 - R484 119.12 Per annum (Task Grade 12 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 Resources Management or related field (NQF 6)
- 2 - 5 years relevant experience (municipal experience will be an added advantage)
- Valid Code B driver's license.
- Advanced computer literacy (Ms Office Package)

KNOWLEDGE SKILLS AND COMPETENCY

- Effective verbal and written communication skills in at least two of the three Provincial Languages
- Basic understanding of job evaluation concepts and supporting the management of benefits and reward programmes.
- The ability to provide accurate HR information, establishing communication channels with management and employees, and providing professional oversight and guidance on HR policy and procedures.
- The ability to interpret and HR policies and applicable legislation.
- Ability to work under pressure.

KEY PERFORMANCE AREAS

- Execute the internal and external recruitment and selection processes including draft advertisement, initial screening, set up interviews, attend interviews and processes and approved appointments
- Co-ordinate personal administration, co-ordinate and conduct induction & exit process
- Process inception salary and benefit documentation
- Maintenance of personnel files and keeping of personnel statistics
- Responsible for the training, advice and administration of employee benefits relating to Pension, long service etc
- Assist with Organisational Structure Development
- Co-ordinate the Municipal Staff Leave Administration
- Supervision of staff reporting to the position
- Manage the IOD / Minor injury treatment process and reporting, provide input for statutory reporting (IOD).
- Providing confidential assistance or short-term counselling to those who are experiencing personal or work-related problems.
- Provide consultative services to Departments and keep employees abreast about the accessibility of the EAP services.
- Assist in the development, implementation and monitoring of the Municipality's Employment Equity Plan.
- Encouraging training opportunities for the advancement of the disadvantaged groups to ensure the Municipality's Employment Equity Plan of the municipality is implemented accordingly, transparently and appropriately.
- Authorize selected Human Resource related processes on the SAGE System
- Generate reports and statistics for Manager Human Resources as and when required

Application form (accessible from the municipal website and municipal office) clearly stating the position you are applying for, together with a comprehensive CV and certified copies of qualifications. **NB: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA.** The documents 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 or emailed to: Recruitment@mkhambathini.gov.za**

Closing date 30 June 2025. 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. N. Ziqubu. Manager: Human Resources at 0317859378.

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