



EXTERNAL ADVERTISEMENT
NOTICE NO: 06/2020-21



The Elundini Local Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following positions:

CORPORATE SERVICES

**1. MANAGER: HUMAN RESOURCES MANAGEMENT & DEVELOPMENT
(TASK GRADE 18)
ANNUAL BASIC SALARY R778 940.40- R1 011 135.84**

MINIMUM REQUIREMENTS: • Human Resources Degree/equivalent • 5-7 years relevant working experience in the position of Manager Human Resources Management and Development.

MAIN DUTIES: • **MANAGEMENT FUNCTIONS** • **FORWARD PLANNING AND HUMAN RESOURCES STRATEGY ALIGNMENT:** • Evaluating current practices against market trends and statutory legislation • Mapping out current and future Human Resources requirements taking into consideration operational needs, skill scarcity and retention capability as influential factors • **PERSONNEL AND PERFORMANCE MANAGEMENT:** • Participating in the recruitment and selection process, approving minimum design and specifications for inclusion into job advertisements and evaluating applicant's suitability through analysis of selected shortlisted curriculum vitae and interviews • **HUMAN RESOURCES MANAGEMENT FUNCTIONS** • **POLICIES, PROCEDURES AND SYSTEM** • Managing and controlling the effective execution of Human Resources Management and Development Strategic Objectives. • Researching and Interpreting compliance requirements included in statutory legislation and national policy framework. • **OCCUPATIONAL HEALTH AND SAFETY FUNCTIONS** • Developing and implementing policies on environment, occupational health and safety including curative, prevention and promotional health. • **SKILLS DEVELOPMENT:** • **PLANNING AND COORDINATION:** • Reviewing the workplace skills plan and in conjunction with the relevant Sector Education and Training Authority establishes and confirms the status of levies and grants and reports on progress in achieving short to medium term objectives. • **EMPLOYMENT RELATIONS:** • **PLANNING AND COORDINATION:** • Attending to and participating in complex conciliation and arbitration proceedings, including briefing appointed attorney and implementing actions or awards accordingly • **PAYROLL ADMINISTRATION:** • Managing and monitoring the process of linking each employee to Mscosa codes for the payroll administration • **ORGANISATIONAL DEVELOPMENT:** • **PLANNING AND DEVELOPMENT:** • Managing and coordinating processes leading to organizational structure review in line with the municipality's Integrated Development and Planning (IDP) • Making inputs to policy amendments based on the lessons learnt during evaluations. • **COMMUNICATION:** • Disseminating information through publications and presentations outlining critical human resources intervention, scope, coverage and benefits. • **HUMAN RESOURCES ADMINISTRATION** • **INFORMATION MANAGEMENT AND RECORD KEEPING:** • Establishing priorities and approving administrative changes to be affected with respect to the status of specific employees in relation to salary adjustments, promotion, termination, leave, etc.

VALUE STATEMENT: The Elundini Municipality subscribes to high morals and principles to promote and maintain integrity of the Municipality".

EMPLOYMENT EQUITY STATEMENT: Elundini local municipality is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) through filling of these posts and candidates whose appointment will promote representivity will receive preference. Preference will be given to the underrepresented occupational category in terms of race, gender and disability

Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found.

NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants.

Faxed applications will not be accepted.

Applications should be addressed to: **Director Corporate Services**
Elundini Local Municipality, P.O. Box 1, Maclear, 5480

Tel. No: (045) 9328100 | Closing Date: 09th December 2020