



MANDENI LOCAL MUNICIPALITY

CAREER OPPORTUNITY

The following vacancy exists for a suitably qualified and experienced person to join the staff of the Mandeni Municipality within the Corporate Services Department.

ASSISTANT MANAGER HUMAN RESOURCES (PERMANENT APPOINTMENT)

Basic Salary: **Task Grade 14 (R 289 469.52 – R 375 763.08 pa)**

Ref. no. **PN 21/2017**

REQUIREMENTS:

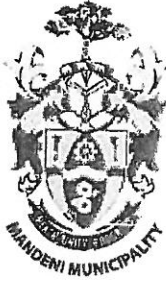
- Grade 12, plus a relevant three year tertiary qualification in Human Resources Management
- Code EB Driving Licence
- Computer Literacy
- 4-5 years Human Resources experience, middle management experience will be an added advantage
- Knowledge of legislative prescripts

DUTIES:

- Apply professional knowledge to support the broader objectives and functional applications pertaining to human resources management, human resources development and employee benefits.
- Establish the adequacy and availability of personnel against agreed outcomes and Employment Equity Plan.
- Participate in the induction programme and, providing “on the job” training for new recruits to the municipality.
- Define skill gap and training needs and activate procedural sequences aimed at developing staff
- Oversee and guide the recruitment process from inception to finalisation, checking the quality of the advertisements compiled for positions and the timeframes for placing and closing advertisements internally and externally for vacant positions, vetting and ensuring compliance with related Acts and Council policies.
- Checking payroll system reports to verify the payment of salary and benefits and leave provisions are correct.
- Oversee the maintenance of human resources records and provide guidelines on the opening of new subject matter files.

Executive Committee

Clt. SB Zulu (Mayor) | Clt. PM Sishi (Deputy Mayor) | Ex Officio Clt. MPP Zungu (Speaker)
Clt. NF Ntsho | Clt. LB Moletshe | Clt. X Madlana | Clt. MS Mdunge | Clt. M Shelemba



- disseminates information on outcomes, current developments, problems and constraints and/ or presents the approach and interventions of specific key performance areas, by
- oversees and addresses specific administrative and reporting requirements associated operational key performance and result indicators

BENEFITS:

Pension fund, medical aid, attractive leave conditions, 13th cheque and subject to certain conditions a housing subsidy.

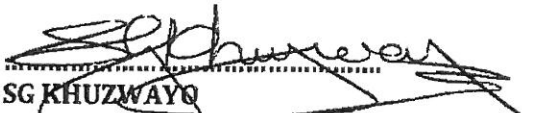
Enquiries must be directed to: Ms. BL Zondo (Manager Human Resource and Employee Relations); tel: (032) 456 8200.

Please forward your application form and full CV with certified copies of certificates, quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.

The closing date for applications will be **Friday; 19 May 2017 at 12h00** if you do not hear from us within 30 days of the closing date consider your application as unsuccessful.

Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building.

NB: the municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment.


SG KHUZWAYO
ACTING MUNICIPAL MANAGER