



## NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE

DEPARTMENT	: CORPORATE SERVICES
POSITION	: HUMAN RESOURCE OFFICER
NATURE OF APPOINTMENT	: PERMANET
TASK GRADE	: 12
SALARY NOTCH	: R 333,327.12
SALARY SCALE	: R 333,327.12 pa-R432,676.35 pa
REF. NO	: KZ293 CORP010

### MINIMUM REQUIREMENTS

The incumbent must have Grade 12 and three -year National Diploma/ Degree in Human Resources Management plus a minimum of two years' experience working within the Human Resources unit in the Public or Local Government sector. Valid Driver's License Minimum Code B.

### KNOWLEDGE, SKILLS & COMPETENCY

- Sound knowledge of Local government Legislation,
- Sound knowledge of HR processes and tools.
- Sound knowledge of Payday system.
- Knowledge of HR compliance and regulations
- An understanding of, and insight into, the BCEA, LRA, OHS, EE and POPI Acts
- Ability to analysis and problem-solving skills.
- Ability to prioritise and manage tasks.
- Communication skills
- Computer literacy.

### KEY RESPONSIBILITIES

- Prepare monthly inputs for payroll payment.
- Preparation documents newly appointed employees.
- Preparation of Recruitment and Selection processes.
- Ensure that the organogram is amended in accordance with approved municipal policies.
- Provide support in updating municipal policies and procedures.
- Preparing and submitting the minutes of Meetings/ Reports for approval of recommendations made by the panel members.
- Verifying details of post recorded on approved vacancy requisition form and referring to the job description to establish the role boundaries and specifications for inclusion in the job advertisement.
- Liaise with the Human Resources Manager and Job Evaluation Committee to implement the staff Job Descriptions evaluation process and receive and file evaluations from department supervisors.
- Perform general administration duties for the Human Resources Office.
- Preparation of pension fund on matters pertaining employees and Councilor's pension fund.
- Processing application for pension fund and claims thereof.
- Processing the application for employees medical boarding.
- Check the calculations of Salary inputs, i.e., overtime claims, subsistence allowances etc., prepared by the Payroll Clerk.
- Conducting induction programmes to the newly appointed employees.
- Oversee employees' leave are captured on Payday system by HR Clerk.
- Co-ordinate the appointment of contractual workers and ensure that there are provided with working tools.
- Oversee medical insurance providers to register new employees, withdraw resigning employees, and provide assistance in solving problem claims.
- Check the submission of EPWP Workers, Ward C00ommittee Members, Amakhosi, Audit Committee

- and other temporally contracted employees for allowances claims.
- Preparing Annual Report as a compliance the stakeholders, e.g., Cogta, Statistics SA and other departments.
  - Provide support in preparation of Annual Returns of Earnings for further submission to the Department of Labour.

**BENEFITS**

13<sup>th</sup> Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy.

**CLOSING DATE: 13 AUGUST 2021**

Written application letter together with comprehensive curriculum vitae (CV), certified copies of ID, Driver's licence and all qualifications must be forwarded to: **-The Municipal Manager, Ndwedwe Local Municipality, P/Bag x 503, Ndwedwe, 4342. Attention to: Mrs. MG Mthembu- Acting Manager Human Resources.**

Faxed, e-mailed, Z83 forms and late applications will not be considered. Enquiries can be directed to **Human Resource Office Tel: 032 532 5000**

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action.

**APPROVED BY:**

  
**MR. MF HADEBE**  
**MUNICIPAL MANAGER**

  
**DATE**