



NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE

DEPARTMENT	: CORPORATE SERVICES
POSITION	: IPMS & WORKSTUDY OFFICER
NATURE OF APPOINTMENT	: PERMANENT
TASK GRADE	:12
SALARY NOTCH	: R 381 440.76
SALARY SCALE	: R381 440.76 - R 495 130.42 - pa
REF. NO	:KZ293 CORP054

KEY REQUIREMENTS

The incumbent must have Matric Certificate and a three-year National Diploma/Degree in Human Resources Management/ Performance Management/Industrial Psychology appropriate minimum of three (3) years working experience within the Human Resources and in individual Performance Management and Work Study Unit within Local Government Sector. Valid Driver's license minimum Code B.

KNOWLEDGE, SKILL & COMPETENCY

- Sound Knowledge of Local government legislations. Sound Knowledge of HR processes and tools. Understanding of Labour Relations environment and legislation.
- Good Communication, Organizational and project management skills.
- Capable and practiced in handling multi-faced tasks.
- Proactive HR positioning
- Computer Literacy

KEY RESPONSIBILITIES

- Co-ordinate and drive the Individual Performance Management System programme of the municipality.
- Assist in cascading of performance management to the staff below senior managers.
- Assist in managing the performance cycle to ensure cascading of municipality goals and KPA
- Ensure targeted communication and capacity building programme in the performance management process to enable managers to effectively evaluate and measure individual and team performance.
- Developing and updating organizational structure of the municipality through council resolution
- Serve as a secretariat in the moderation committee.
- Develop job descriptions for newly appointed employees and submit to the immediate supervisor for verification.
- Conscientizing employees and managers on purpose of job description formulation and job evaluation.
- Facilitate the signing of job descriptions by incumbent's and supervisors.
- Maintain the filling of job descriptions and ensure that each personnel file has signed job description.
- Attending job evaluation sessions with the aim to engage / debate members on content of municipal job descriptions formulated.

BENEFITS

13th Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid and Housing subsidy.

CLOSING DATE: 08 AUGUST 2024 @ 16h00

If you meet the requirements submit the application on a form obtainable on request or www.ndwedwe.gov.za accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be hand delivered to HR Office No 06 or forwarded through courier services to: **Municipal Manager, Ndwedwe Local Municipality Private Bag x 503, Ndwedwe 4342, Attention to: Mrs. MG Mthembu-Manager Human Resources.**

Enquiries are to be directed to **Manager: Human Resource on this telephone number (032) 532 5000.**
Faxed, e-mailed, Z83 form late applications will not be considered.

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. SDG KHUZWAYO
MUNICIPAL MANAGER

23/07/2024
DATE