



Tokologo Local Municipality subscribes to the principles of employment equity. Applications are hereby invited from suitably qualified and competent applicants for appointment to the following vacant positions:

INTERNAL/EXTERNAL ADVERTISEMENT

HUMAN RESOURCE MANAGEMENT OFFICER

Salary: R341 621 64 - R443 445.18 (Task grade - T12) - Notch 01

Requirements: National Diploma in Human Resources Management, Public Management and/or equivalent qualifications: Minimum of 2 - 3 years human resources management experience with an extensive knowledge of application of Labour Relations Act. Ability to interpret HR policies and applicable legislation. Valid drivers license. Computer literate MS Word/Excel and PowerPoint. Good interpersonal relations, Good communication, facilitation, presentation and report writing skills.

Key Performance Areas:

Execute the internal and external recruitment and selection of job candidates. Assist in the development of the HR policy and procedural manual. Participate in the development of Job Descriptions. Draft job advertisements and obtain approval before publishing the advert. Administer and ensure that proper filling system of employees and councilors is properly maintained. Prepare and submit return of Earnings (RoE) to the department of Labour annually. Responsible for the administration of employees and councillor benefits packages. Prepare and provide relevant HR reports to the Human Resources Manager and serve as a secretary to all Human Resource Committee/Sub-Committee. Conduct investigation of issues of staff misconduct and written investigation reports. Prepare and assist in the sittings of the hearings.

PLEASE NOTE: Application forms are available at all Tokologo Local Municipality Offices. No faxed or emailed applications will be accepted. Certified copies of academic qualifications and a copy of your curriculum vitae (CV) must accompany all application forms. Short listed candidates will be required to produce original copies of academic qualifications on the day of the interview.

Correspondence will only be entered into with short listed candidates. If you do not receive notification regarding your application within one month of the closing date. Kindly assume that your application was not successful.

Please forward all applications to: Acting Municipal Manager - Mr LC Tlhokwe, Tokologo Local Municipality. Private Bag x 46, Boshof, 8340.

Closing date: 11 April 2023 at 16:00.

**MR LC TLHOKWE
ACTING MUNICIPAL MANAGER**