

KOUKAMMA MUNICIPALITY



Publication Date: 18 August 2022

Koukamma Municipality, a Category B Grade 1 Municipality, which subscribes to the principles of affirmative action and whose head offices are situated at Kareedouw, invite applications from suitably qualified persons, and preferably from designated groups, for appointment to the following position:

EXTERNAL RE-ADVERTISEMENT

Post: Human Resources Practitioner: Skills Development, Wellness & Employment Equity

(Ref no: HR 2022/27)

Task Grade 11: R 282 598 – R 366 827 p.a plus benefits

Requirements:

- National Diploma in Human Resource Management/ HRD NQF level 6
- 3 years relevant experience
- A valid Code B driver's license

Responsibilities:

- Participating in discussions and forums/ committees related to the skills development of employees involving the Sector Education and Training Authority and / or Skills development Department of the Municipality.
- Conducting research on training matters and attending workshops, Sector Education & Training Authority meeting through networking with the District and other Local Municipalities, internet, relevant media, training institutions
- Preparing and circulating skills audit questionnaires for completion detailing current skills level, developmental requirements and career aspirations
- Preparing implementation reports pertaining to Workplace Skills Plan, Sector Skills Plan and Discretionary Grant Forms
- Preparing and collecting Employment Equity statistical information including terminations, age analysis, and any other employment equity statutory requirements by STATS SA, Department of Labour, Local Government, etc.
- Monitor and guiding the effective implementation of Employment Equity within the Departments and facilitating Employment Equity workshops to the relevant stakeholders
- Developing and updating EAP policy and practices through evaluation of all EAP programs and actions, determining the efficiency and effectiveness of results of interventions and making changes where necessary to allow improvements in future EAP service delivery
- Preparing annual reports on the activities of the Section outlining objectives and accomplishments of outcomes against approved EEP

*All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an **African male, African female, Coloured female** if a suitable candidate in that category can be identified. People with disabilities are encouraged to apply.*

DIRECTIONS TO CANDIDATES:

Applications **MUST** be submitted on the prescribed application form, obtainable from our website at: www.koukammamunicipality.gov.za, it can also be requested from our Human Resources Department at 042 288 7246. Also refer to our Human Resources Department for enquires (Mr. F Msumza). Forward your application to: The Municipal Manager, Koukamma Municipality, Private Bag X011, Kareedouw 6400 or hand-deliver to Municipal Offices at No. 5 Keet Street, Kareedouw 6400. Applications must be accompanied by a comprehensive CV with certified copies of qualifications, identity documents, driver licence and any other relevant documents (Not older than six (6) months.) No faxed or emailed applications will be accepted. Applicants can also apply online on our website. Failure

to supply the required information will disqualify an applicant. Canvassing for appointment is strictly prohibited and any confirming evidence thereof will disqualify the applicant. Correspondence will ONLY be entered into with shortlisted candidates. If you do not receive notification regarding your application within one month of date of closing, please accept that your application was unsuccessful. The municipality reserves the right not to make any appointment.

“Applicants who previously applied; are encouraged to re-apply”

Closing Date: 31 August 2022



PUMELELO M KATE
MUNICIPAL MANAGER