

KOUKAMMA MUNICIPALITY



Publication Date: 13 March 2023

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 ADVERTISEMENT

Post: HUMAN RESOURCE PRACTITIONER: CONDITIONS OF SERVICE

(Ref no: HR 2023/07)

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

Requirements:

- National Diploma in Human Resources Management, equivalent to NQF level 6
- A valid Code B driving license will be an added advantage.
- 3 years relevant experience

Responsibilities:

- Coordinating the implementation of recruitment and selection procedures, systems and controls related to the receiving, updating and recording of information and activities associated with the functionality (e.g. information storage and retrieval systems, etc.)
- Verifying details of post recorded on approved vacancy requisition forms and/ or referring to the job description to establish role boundaries and specifications for inclusion into advertisements.
- Coordinating the administration of Council Employee Benefit schemes (pension funds, medical aid, allowance, long service etc) in accordance with specific policies and legislation.
- Controlling all Personnel Records into centralized record-keeping or electronic database
- Completing and processing standardized forms and documentation reflecting details/ information and /or descriptions in respect of medical boarding, injury on duty, appointment/ termination instructions and/ or leave applications onto the HR System.
- Maintaining and updating personnel information with respect to changes in employment/ personal status and attending to the safekeeping of personnel records/ files in accordance with approved recordkeeping systems.
- Compiling letters of appointment, employment and progression
- Captures resignations, deceased, retired and dismissed employees on the system.
- Preparing and seeking approval on the content of internal/ external advertisements prior to circulation and publication, and ensuring compliance to Council policies and procedures
- Scheduling and confirming the date of the interview and informing representatives and applicants accordingly.
- Implementing the interview process by informing relevant personnel and/ or providing information to the panel on the requirements and application of specific Human Resources policies and procedures.

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

In terms of the Local Government Municipal Systems Amendment Act, 2022: Section 71B, (1) A staff member may not hold political office in a political party, whether in a permanent, temporary, or acting capacity.

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 7226. Also refer to our Human Resources Department for enquires (Ms Ronel Lloyd). 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.

Closing Date: 27 March 2023



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Mr S Tini
Acting Municipal Manager