

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following position:

CORPORATE SERVICES DEPARTMENT

HUMAN RESOURCES CLERK

SALARY SCALE: R 87 310.20 – R 113 334.00

Applicable benefits: medical aid, pension. 13 cheque, home owners' allowance

MINIMUM REQUIREMENTS

- Grade 12 and National Diploma Human Resources Management
- Knowledge and understanding of organizational and legislative procedures related to employment, benefits and development of employees in the municipal environment
- Minimum of 1 year relevant experience in the municipal environment
- Computer literacy essential (MS Word and Excel)

KEY PERFORMANCE AREAS

- Assist in preparing notifications ie the confirmation of employment, contracts, regret letters, termination of services.
- Assist in compiling HR Management reports (medical boarding, retirement etc.)for presentation before Portfolio Committees MANCO, EXCO and Council.
- Maintain and update personal information in the employee files and attend to safekeeping of personnel records/files in accordance with approved records keeping systems.
- Fill out leave application forms, capture leaves on the VIP System and keep them in the personnel files.
- Assist in the preparation of the annual Workplace Skills Plan and Annual Training Programme
- Assist in compiling and updating statistical information with respect to training completed
- Maintain the training information records according to record system.
- Assist in the recruitment and selection process.
- Assist with implementation of employee assistant programmes,
- Assist in preparation of employment equity reports.

- Perform any other human resources related duties that may be delegated to you by your supervisor.

Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.

A letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and ID document must be forwarded to: The Municipal Manager, P. O. Box 132, IXOPO 3276 by no later than 16:00 on 03 April 2017. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful.

**All enquiries should be directed to the HR Officer, Miss B Nondabula
Tel: 0398347700**

Council reserves the right not to make any appointment/appointments into the abovementioned positions.

**GM SINEKE
MUNICIPAL MANAGER**