

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

**CORPORATE SERVICES DEPARTMENT**

**HUMAN RESOURCES DEVELOPMENT OFFICER**

**Salary Scale: R209 953.65 – R272 544.70 per annum**

Applicable benefits: Medical Aid, pension, 13<sup>th</sup> cheque, home owner's allowance

**Minimum Requirements**

- Grade 12 Certificate
- Bachelor's Degree in Industrial Psychology/ Industrial Sociology/ Human Resource Management and Development or National Diploma in Human Resource Management and Development.
- 3 years hands-on experience in a Human Resources Management and Development environment.
- Computer literacy
- Good verbal and written communication skills in isiZulu and English
- Valid EB Driver's licence

**Key Performance Areas**

- Follow all necessary processes in developing and implementing the Municipal Workplace Skills Plan.
- Develop and implement capacity development programmes, e.g internship, learnership, artisan development, mentorship and induction.
- Develop, conduct workshop on and implement Human Resources Development (HRD) policies
- Implement the Internal Staff Bursary Policy.
- Attend meetings on Staff Training and Development.
- Provide advice and guidance to internal and external clients
- Assist in Staff Wellness Programmes and other Human Resources management activities.
- Supervise an HRD Clerk and a Trainee
- Perform any other duty as may be asked by your supervisor.

**A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, and IXOPO 3276 by not later 16h30 on Friday, 24 March 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, Ms B Nondabula at (039) 834-7700.**

**Council reserves the right not to make any appointments into the abovementioned position.**

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**GM SINEKE  
MUNICIPAL MANAGER**