



GREATER TZANEEN MUNICIPALITY

VACANCY



The following position is advertised and applicants are invited to apply

CORPORATE DEPARTMENT

1X HR ADMIN OFFICER

(Job Id Number 4/1/3/005)

Salary: R385 515.00 per annum (Job level 6)

Job Purpose: To co-ordinate recruitment, selection and placement activities as well as rendering personnel administration services for Council.

Key Performance Areas: The HR Admin Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ♦ Administrating the development and implementation of an Employment Equity Plan for the organisation, to ensure effective control over Employment Equity Plan; ♦ Administrating man plan movements (as per Personnel Requisition) to ensure completion and distribution thereof; ♦ Monitoring and providing feedback in terms of recruitment and manplan indicators to ensure the compilation and submitting of the annual report; ♦ Administering the Employment Survey for Economic Statistics of Employment and gross earnings to ensure accurate data for Statistics South Africa; ♦ Co-ordinating and administering Councillor's Housing Loans, Pension Funds and tax matters.

Requirements: ♦ Grade 12 ♦ National Diploma in Human Resources Management or equivalent ♦ Computer literacy ♦ Multilingualism ♦ Negotiation Skills ♦ Analytical and communication skills ♦ 2-3 year relevant experience ♦ Driver's license

Applications on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV, copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified. Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing Date: 31 May 2018 at 15:00 Enquiries: Mrs H Maake (015) 307 8284/2/8006

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

MR BS MATLALA – MUNICIPAL MANAGER