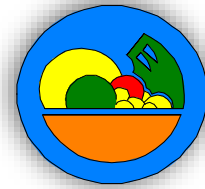




GREATER TZANEEN Municipality



RE-ADVERTISEMENT

The following position is being advertised and applicants are welcome to apply.

CORPORATE SERVICES DEPARTMENT

HR ADMIN OFFICER

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

Salary: R385 515.00 per annum (Job level 6)

The job purpose of the HR Admin Officer is 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 organization, to ensure effective control over Employment Equity Plan; ▲ Administrating recruitment and selection processes to ensure effective control; ▲ 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 and to render .

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

Applications on the compulsory prescribed application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV and 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.

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: 2 February 2018 at 15:00

Further information can be obtained by phoning Mrs H Maake on tel no. 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.MS LELOPE – Act. MUNICIPAL MANAGER