



GREATER TZANEEN Municipality VACANCY



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

CORPORATE SERVICES DEPARTMENT

1 X HRM RECRUITMENT PRACTITIONER
(Job Id Number 4/1/1/011)

Salary: R 534 146. 04 per annum (Job level 06)

The job purpose of HRM Recruitment Practitioner is to provide recruitment and selection services.

Key performance areas: The HRM Recruitment Practitioner must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Provide recruitment and selection services ▲ Administer man plan movements (as per Personnel Requisitions) ♦ Monitor and provide feedback in terms of recruitment and man plan indicators ♦ Administer Employment Survey for Economic Statistics of Employment and gross earnings ♦ Administer the development and implementation of an Employment Equity Plan for the organisation.

Requirements: National Diploma in Human Resource Management/ Public Management and Administration or relevant qualification, Driver's license and Two (02) years relevant experience.

Applications should be submitted on the prescribed compulsory 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 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: 22 March 2024 at 15:00

Enquiries: Mrs H Maake (015) 307 8284/8006.

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 D MHANGWANA – MUNICIPAL MANAGER