



# GREATER TZANEEN Municipality

## VACANCY

The following position is advertised, and applicants are invited to apply

### CORPORATE SERVICES DEPARTMENT

JUNIOR HR OFFICER  
(Job Id Nr. 4/1/3/006)

**Salary: R204 596. 64 per annum (Job level 13)**

The job purpose of a Junior HR Officer is to render personnel registration and record management related functions.

**Key performance areas:** The Junior HR Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ *Personnel and leave files to provide proper filing services* ▲ *the photocopier to ensure proper control of photo copying and faxing services* ▲ *General maintenance of HR archive.*

**Requirements:** ● Grade 12, Certificate in Human Resource Management, or relevant qualification and one (01) year relevant experience.

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**Applications on the compulsory prescribed application form. ([www.greatertzaneen.gov.za](http://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: 12 August 2022 at 15:00      Enquiries: Mrs H Maake (015) 307 8284/8006**

Greater Tzaneen Municipality is an Employment Equity Employer

**MR D MHANGWANA – MUNICIPAL MANAGER**