



GREATER TZANEEN Municipality VACANCY



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

CORPORATE SERVICES DEPARTMENT

1X TRAINING OFFICER
(Job Id No 4/1/1/002)

Salary: R 460 192. 92 per annum (Job level 07)

The job purpose of the Training Officer is to provide training and development for the institution.

Key performance areas: The Training Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Plan and conduct training needs analysis; ▲ Coordinate training and development programmes ▲ Coordinate evaluation of training ▲ Provide feedback of training and development indicators ▲ Administer and control issuing of training equipment ▲ Coordinate and administer applications for bursaries ♦ Monitor and provide feedback in terms of training and development indicators based on the skills audit ♦ Coordinate and administer the long service award scheme ♦ Conduct inductions programmes.

Requirements: ♦ National Diploma in Human Resources Management / Human Resources Development/ Management of Training or relevant qualification ♦ Computer literacy ♦ Driver's license and two (02) years relevant experience

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: 12 May 2023 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