



GREATER TZANEEN Municipality VACANCY



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

CORPORATE SERVICES DEPARTMENT

<p>1X EMPLOYEE PERFORMANCE MANAGEMENT SYSTEMS OFFICER (Job Id No 4/1/4/001)</p>

Salary: R 602 800. 56 per annum (Job level 4)

The job purpose of the Employee Performance Management Systems Officer is to coordinate employee performance management systems.

Key performance areas: The Employee Performance Management Systems Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Coordinate performance management; ▲ Coordinate performance appraisals; ▲ Performs PMS administrative activities; ▲ Supervise activities of staff; ▲ Perform general administrative and human resources activities; ▲ Monitor necessary resources to carry out the necessary tasks.

Requirements: ♦ B Degree in Human Resources Management / Public Management and Administration or relevant qualification ♦ Computer literacy ♦ Bilingualism ♦ Interpersonal Skills ♦ Communication skills both verbal and writing ♦ Report writing ♦ Statistical analysis ♦ 3 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: 29 July 2022 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