



GREATER TZANEEN MUNICIPALITY VACANCY



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

CORPORATE SERVICES DEPARTMENT

1X HR Management Practitioner

(Job Id Number:4/1/1/007)

Salary: 594,939.60 per annum (Job level 6)

Job Purpose: To Coordinate personnel administration services.

Key Performance Areas: The HR Management Practitioner must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible to: ♦ Administer leave processes ♦ Administer housing loans for ♦ employees ♦ Co-ordinate medical disability applications to comply with the relevant pension fund rules ♦ Administer appointment and termination of employees ♦ Administer membership of pension fund processes ♦ Monitor maintenance of personnel records ♦ Coordinate annual salary increase scale ♦ provide advice on overtime paid to employees per month ♦ Provide staff supervision.

Requirements: ♦ National Diploma in Human Resources Management/Public Management and Administration or relevant qualifications. Knowledge of Payday System, Knowledge of Pension Fund Act, Knowledge of Basic Conditions of Employment Act ♦ (02) Two 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 27 March 2026 at 15:00

Enquiries: TE Selowa (015) 307 8059/ 8158

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