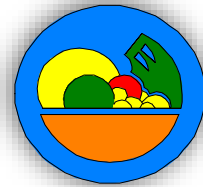




# GREATER TZANEEN Municipality VACANCY



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

## CORPORATE SERVICES DEPARTMENT

**1X JUNIOR HR OFFICER**  
**(Job Id No 4/1/3/007)**

**Salary: R177 359,16 per annum (Job level 13)**

The job purpose of the Junior HR Officer is to render recruitment and selection and records related functions on a daily basis under the guidance of the HR Administrative Officer.

**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: ▲ Assist with the recruitment and selection procedures to ensure an effective personnel administration ▲ Perform any other duties as requested by the supervisor.

**Requirements:** ♦ Grade 12 with tertiary Certificate in Human Resources Management or relevant qualification ♦ Computer literacy in MS Word, Excel and PayDay ♦ 1 year 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 23 August 2019 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 BS MATLALA – MUNICIPAL MANAGER**