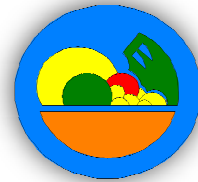




# GREATER TZANEEN Municipality



**VACANCY**

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

## CORPORATE SERVICES DEPARTMENT

**JUNIOR HR OFFICER (Human Resources)**

**(Job Id Nr. 4/1/3/006)**

**Salary: R130 614.96 per annum (Job level 13)**

The job purpose of a Junior HR Officer is to be under guidance of the HR Admin Officer, render out personnel registration and record management related functions on a daily basis.

**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 with tertiary certificate in HR or Office Administration ● Computer literacy in MS Word and MS Excel and PayDay ● One year experience in HR environment.

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***Applications on the compulsory prescribed application form and indemnity 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: 27 November 2015 at 12:00**

**PLEASE MARK CLEARLY WHICH POSITION YOU ARE APPLYING FOR**

**Further information can be obtained by phoning Mrs H Maake on tel no. 015- 307 8384/8006.**

Greater Tzaneen Municipality is an Employment Equity Employer.

**SR MONAKEDI – MUNICIPAL MANAGER**

