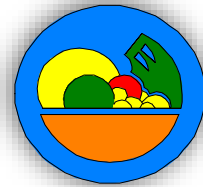




GREATER TZANEEN Municipality VACANCY



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: R490 658,50 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: ♦ National Diploma 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 14 June 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