GREATER TZANEEN Municipality

RE-ADVERTISEMENT

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

CORPORATE SERVICES DEPARTMENT

1 X SENIOR HR PRACTITIONER
(Job Id Number: 4/1/1001)

Salary: R 707 664. 00 per annum (Job level 4)

The job purpose of Senior HR Practitioner is to coordinate recruitment and selection, and service benefits services.

Key performance areas: The Senior HR Practitioner must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Coordinate effectiveness and standardisation of personnel administration and recruitment and selection processes ▲ Coordinate recruitment and selection services ▲Coordinate the development and implementation of an employment equity plan▲Coordinate the activities of Pension and Medical Fund consultation processes▲Administer leave records of employees▲Monitor the processing of overtime▲Provide staff supervision.

Requirements: B Degree in Human Resources Management or related qualification to the field (NQF Level 7), Driver's license. Three (03) years relevant experience.

Applications should be submitted on the prescribed compulsory 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 and their qualifications will be verified.

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: Mr. TE Selowa (015) 307 8245/8260.**

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