

KNYSNA MUNICIPALITY



Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:

HUMAN RESOURCE OFFICER **Human Resource Section** **DIRECTORATE CORPORATE SERVICES**

TASK GRADE 12
R260 040 to R337 488 (Basic Salary)
R393 098 to R493 130 (Total Cost to Council Package)

KEY PERFORMANCE AREAS:

- Advise Management and staff on Recruitment and Selection processes and procedures
- Execute the internal and external recruitment and selection processes including draft advertisement, initial screening, set up interviews, attend interviews and process approved appointments
- Co-ordinate and conduct Induction
- Process inception salary and benefit documentation
- Administrative duties for the entire recruitment & selection process as well as employment and benefit administration
- Maintenance of personnel files and keeping of personnel statistics
- Responsible for the training, advice and administration of employee benefits relating to Pension, long service etc
- Co-ordinate and process job descriptions and job evaluation process
- Implement relevant Labour and Human Resource legislation and policies
- Authorize selected Human Resource related processes on the Promun System
- Generate reports and statistics for Manager Human Resources as and when requested

MINIMUM QUALIFICATIONS AND REQUIREMENTS

National Diploma in Human Resource Management or equivalent in a related HR discipline
At least 3 years' relevant experience in a recruitment environment
Good interpersonal and organizational skills
Good verbal and written communication skills in at least two of the three Provincial languages
Advanced Computer Literacy in the Microsoft Package
Valid Code B Drivers' License

Applicable Municipal benefits will apply.

All applications will be considered but in terms of its Employment Equity Plan the municipality would prefer to appoint a Coloured or Indian female or an African or Indian Male, if a suitable candidate in that category can be identified.

To apply all applicants **MUST** complete a Knysna Municipality application form and submit a detailed-up-to-date CV, covering letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.

Application forms are obtainable from reception at the main municipal offices in Clyde Street, Knysna and the municipal website: www.knysna.gov.za

Completed applications should be forwarded to the Human Resources Department, PO Box 21, Knysna, 6570 or Fax Number: 044- 302 6333 or email: knysna@knysna.gov.za

CLOSING DATE: 2 MARCH 2017

Please note: If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

J B DOUGLAS

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.