

KNYSNA MUNICIPALITY



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

**CHIEF CLERK
HUMAN RESOURCES
DIRECTORATE: CORPORATE SERVICES**

**TASK LEVEL: 10
R214 344 to R278 208 (Basic Salary)
R334 078 to R416 564 (Cost to company)
Applicable Municipal benefits will apply**

KEY PERFORMANCE AREAS:

- Assist with the compilation of Annual Employment Equity Report and related administration with the implementation of Employment Equity
- Assist with the compilation of Workplace Skills Plan and administration related to the implementation and roll out of Workplace Skills Plan and training interventions
- Update Employment Equity and Training & Skills data and submit to relevant stakeholders
- Provide administrative support to the Employment Equity Monitoring Committee and Training & Development Committee ie provision of statistics, agendas and minute taking
- Assist with the implementation and rollout of employee appraisal system
- Responsible for the collection of data and completion of all Local, Provincial and National questionnaires and statistics
- Responsible for data collection and upkeep of HR Statistics
- Assist to update the SDBIP and Compliance
- Assist to update HR Policy Register and HR Related Legislation relating to Employment Equity and Training
- Assist with HR Projects such as Organizational Restructuring and Job Evaluation as and when needed
- Other reasonable administrative duties requested by the Manager Human Resources

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Grade 12

National Certificate in Human Resources Management/ Administration or related field
4 years' relevant administrative experience of which 2 years must be in an HR related environment
Computer Literacy in MS Word and working knowledge of Excel
Good knowledge and understanding of the HR environment and institutional HR Systems
Good oral and written communication skills in at least two official languages of the Western Cape
Ability to prioritise multiple tasks
Exceptional attention to detail

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

DIRECTION TO CANDIDATES:

All applicants **MUST** complete a Knysna Municipality application form. Applications must be accompanied by a comprehensive CV with certified copies of qualifications (**not older than 3 months**), copies of training, experience, competency and previous employment record. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

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 Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: vacancies@knysna.gov.za.

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.

CLOSING DATE: 28 FEBRUARY 2019

POB MAKOMA

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.