

# **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 HUMAN RESOURCES SECTION DIRECTORATE CORPORATE SERVICES**

**TASK LEVEL 10**

**R200 304 to R259 992 (Basic Salary)**

**Applicable Municipal benefits will apply**

### **KEY PERFORMANCE AREAS OF POST:**

- Compilation of the Annual Employment Equity Report
- Update Employment Equity Statistics and submit quarterly report to Directors
- Provide administrative support to the Employment Equity Monitoring Committee ie provision of statistics, agendas and minute taking
- 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
- Process Death claims
- Process FNB employee loans
- Update the SDBIP and Compliance
- Develop and maintain an HR Filing System
- Assist to maintain the upkeep of organizational structure and periodic changes
- Assist with leave procedures and leave system as and when required
- Update HR Policy Register and HR Related Legislation incl Training, OHS, Labour Relations and Employee Benefits
- Assist with HR Projects such as Organizational Restructuring and Job Evaluation
- Oversee and authorize selected HR procedures electronically
- Supervision of Interns and HR Clerks as and when needed
- Other reasonable administrative duties requested by the Manager Human Resources

### **MINIMUM QUALIFICATIONS AND REQUIREMENTS**

A Grade 12 Certificate

A relevant qualification in Human Resource, Administration or Payroll Management would be an added advantage

5 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 or an 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](http://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: [knysna@knysna.gov.za](mailto:knysna@knysna.gov.za).

**Please note:** Correspondence will **ONLY** be entered into with shortlisted candidates.

**CLOSING DATE: 24 NOVEMBER 2017**

**K CHETTY**

**MUNICIPAL MANAGER**

*The Municipality reserves the right not to make an appointment.*