

MSUKALIGWA LOCAL MUNICIPALITY



PO Box 48
Ermelo
Mpumalanga Province
South Africa
2350



Civic Centre Building
c/o Kerk & Taute Street
Ermelo
Mpumalanga Province
South Africa
2350

Customer Care Center: 08611 MSUKA [67852]
Main Fax: +27 17 801-3851

Internet: www.msukaligwa.gov.za
E-Mail: msuka@msukaligwa.gov.za

"IS AN AFFIRMATIVE ACTION EMPLOYER"

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned positions. No application will be accepted without certified copies of qualifications as set out below.

CORPORATE SERVICES DEPARTMENT

| | | |
|----------------|---|---|
| POSITION | : | SENIOR HR OFFICER |
| REF. NO. | : | 20/21 |
| POST LEVEL | : | 4 |
| SALARY SCALE | : | R 393 482.76 – R 423 854.88 pa |
| QUALIFICATIONS | : | Grade 12 National Diploma and or B degree in Human Resource Management or Public Administration Understanding of policy analysis and organisational development processes Knowledge of HRM/D practices and procedures in the municipality, Knowledge of Labour laws, planning and organising Maintain good work ethics confidentiality work under pressuer report writing analytical and communication skills and problem solving, Computer Literacy. Code B Drivers licence 3-5 years' working experience in Human Resource Management preferably at a supervisory level (experience in local government will be an advantage) |

DUTIES

Facilitate the recruitment and selection process, Administer the payday system, Administer the leave system, Develop and update the staff establishment, Ensure employee benefits are processed in line with policies, Develop and Report on the Employment Equity Plan Administer appointments and terminations of employees, Develop, implement and review all HR policies, Manage and attend to all of injury on duty, Facilitate the registration of employees with the UIF Commissioner, Create personnel files of new employees for record keeping and attend to any other responsibilities from supervisor in the work environment and Manage skills development issues.

APPLICATION FORMS ARE AVAILABLE ON THE MSUKALIGWA LOCAL MUNICIPALITY WEBSITE
(www.msukaligwa.gov.za) / HR OFFICE

FOR ENQUIRIES CONTACT HUMAN RESOURCES – MS. L.P. MNISI ON 017 801 3584 DURING OFFICE HOURS
CLOSING DATE – 09 April 2021 (12 NOON). VETTING IS THE MUNICIPAL PRIMARY SELECTION CRITERIA, THEREFORE ALL SUCCESSFUL APPLICANTS SHALL BE
SUBJECTED TO VETTING

COMPLETED APPLICATION FORM MUST BE POSTED / COURIERED TO: MSUKALIGWA LOCAL MUNICIPALITY P.O.BOX 48 ERMELO 2350
OR HANDED INTO: THE CORPORATE SERVICES (HR SECTION) CNR TAUTE AND KERK, ERMELO

"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER 3 MONTH, CONSIDER YOUR APPLICATION UNSUCCESSFUL"

MR. S.I. MALAZA
ACTING MUNICIPAL MANAGER

DATE