

**KGATELOPELE MUNICIPALITY**

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

**APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT POSITION**

**Reference no: KLM 08/2024/2025**

**JOB TITLE: SENIOR HUMAN RESOURCE MANAGEMENT OFFICER**

**DEPARTMENT: CORPORATE SERVICES**

**REPORTS TO: DIRECTOR CORPORATE SERVICES**

**Salary – Total remuneration package R505 281**

**Terms of Appointment: Permanent**

**Requirements:**

Diploma in Human Resource Management (NQF Level 6) or relevant field/ Bachelor’s Degree in Human Resource Management or a Bachelor of Commerce Degree or equivalent relevant qualifications (NQF Level 7). Minimum of 2-3 years. The following technical and behavioral competencies are expected: Understanding of policy analysis and development process, knowledge of HRM Practices and Procedures in the Municipality, Knowledge of Labour Laws, Planning and organizing, SAQA Standards, maintain good work ethics, confidentiality, work under pressure, report writing, analytical and communication skills and problem solving. A Certificate in Municipal Financial Management Programme (MFMP) is a Compliance with the requirements contained in the Minimum Competency Levels Regulations, Notice No. 493, Government Gazette No. 29967 of 15 June 2007 or the ability to complete it within 18 months, as contained in Notice 91 of 03 February 2017 and promulgated in Government Gazette No, 40593.

**Key Performance Areas (KPA’s)**

**Planning and Alignment**

* Co-ordinates and control organization change and development through the implementation of specific policies and procedures in order to ensure policies and procedures contribute towards organizational efficiency and effectiveness supporting the accomplishment of service delivery objectives.
* Receiving instruction and/or interpreting compliance requirements included in statutory legislation and national policy framework guidelines.
* Evaluating the adequacy of current policies and contractual employment agreement and, assessing/ commenting on the need for change and alignment of terms and conditions to best practice and legislation.

**Supervision and Control**

* Monitor attendance/ conduct and output and address deviations from agreed performance indicators through meetings/counseling and/ or other approved methods designed to improve and motivate personnel.
* Address workplace conflict/ conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.
* Define skill gap and training needs and activate procedural sequences aimed at developing and capacitating individuals.

**Communication**

* Disseminate information through publications and presentations outlining critical human resources interventions, scope, coverage and benefits.
* Participate in Trade Union and Regional Human Resources Forums, Committees, etc. With a view to interacting and leading discussions on the implementation of national strategies and constraints facing regional alignment.
* Check and verify draft internal / external advertisements for positions prior to publication, initiating contact with successful candidates to determine availability for interviews and/ or participating in the interview and selection process.

**Training and Development**

* Evaluate the impact of the current Skills Development Approach against the holistic Human Resources Strategy of the organization and define and map out specific compliance and, qualitative and quantitative requirements
* Analyze skills audit findings and develop a framework for planned interventions to address specific skill gaps.
* Review the Workplace Skills Plan and in conjunction with the relevant Sector Education and Training Authority, establish and confirm the status of levies and grants and report on progress in achieving short to medium term objections.

**Employee Relations**

* Attend to and participate in complex conciliation and arbitration proceedings, including briefing appointed attorney and implementing actions or awards accordingly.
* Initiate discussions with worker representatives on issues impacting employment relations in the workplace.

**Information Management and Recordkeeping**

* Monitor and report on the application of laid down procedure with respect to controlling remuneration and benefit administration on the payroll system.
* Make available documentation and personnel records to substantiate reasoning for specific actions / decisions during audit enquiries and department of Labour investigations.

**Financial interest;**

* Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies,Municipal Systems Act of 2000 as amended or any other relevant legislation;
* If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
* Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
* If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver’s License (certified copies must not be older than 3 months) and proof of Competency level, where applicable is required.
* No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted.

Applications can be posted to The Municipal Manager Attention: Adv. W Blundin

Kgatelopele Municipality

P.O. Box 43 DANIELSKUIL 8405

**Or can be hand delivered at:**

Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Acting Senior Human Resource Officer: Ms. C. van Rooyen (053) 384 0101 during office hours between 07:30 am – 16:45pm Monday to Thursdays and Fridays till 15:30pm.

**CLOSING DATE:** 06 February 2025 at 12:00pm