



PRINS ALBERT MUNISIPALITEIT

PRIVAATSAK X53
PRINS ALBERT, 6930

INTERNAL & EXTERNAL VACANCY: NOTICE NO. 81/2022

DIRECTORATE CORPORATE AND COMMUNITY SERVICES

Written application on the prescribed application form are hereby awaited from suitably qualified and experienced candidates for appointment as a:

HUMAN RESOURCE PRACTITIONER

MINIMUM REQUIREMENTS

- A tertiary Qualification in Human Resource Management at NQF level 6
- 3 years' relevant experience in Human Resources Administration.
- Minimum Competency Qualification

Or

- Grade 12 with certificate in Human Resource Development at NQF level 4
- 5 years' relevant experience in Human Resources Administration.
- Minimum Competency Qualification

SKILLS AND COMPETENCY REQUIREMENTS

- Computer literacy (MS Office Applications)
- Excellent administrative, report writing skills, and ability to pay attention to detail.
- Planning, organising and interpersonal skills
- Communicate in at least two of the three official languages of the Western Cape
- Able to work under pressure
- High level of discipline, ethical conduct, confidentiality, and accuracy are required.

FUNCTIONS & RESPONSIBILITIES

- Develop and lead the implementation of a Human Resource Strategy and Plan
- Develop and monitor and report on the implementation of the Employment Equity Plan
- Develop, review and monitor adherence to Human Resource Policies and Procedures
- Fullfill administrative tasks associated with recruitment, selection, benefits, leave administration and other HR-related administration.
- Developed, monitor and evaluate the application of standard operating procedures applicable to all human resources functions.
- Responsible, follow up, oversee and resolve general HR related enquiries
- Oversee training and development and employee capacition in workplace.
- Lead and oversee the institutionalisation of individual performance management and Occupational Health and Safety, Employee Wellness and Labour Relations in the workplace.
- Attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.
- Supervision, discipline and performance monitoring of staff

SALARY : T12 - R 318 025,08 per annum (R 26 502,09 pm)

Normal fringe benefits are applicable to the position: such as pension and medical aid contribution, housing subsidy and a thirteen cheque after 12 months of employment.

STATUS OF POSITION : PERMANENT

CLOSING DATE : TUESDAY 31 MAY 2022

Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted to: **Mr George van der Westhuizen – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **TUESDAY 31 MAY 2022**.

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.

Queries can be directed to Mr. G van der Westhuizen at 023 541 1036 or george@pamun.gov.za.

Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups and especially women to apply. The Municipality reserve the right to not make an appointment. Canvassing will lead to automatic disqualification. If you do not receive any feedback within 30 days after the closing date, applicants may assume that their applications wer unsuccessful.

If you have not received any correspondence regarding your application within 30 days after the closing date of the Municipality, you can accept that your application was unsuccessful.

<p>PRINS ALBERT MUNISIPALITEIT Private Bag X53, PRINS ALBERT 6930 e-pos: jobapplications@pamun.gov.za Tel. (023) 5411320 Faks. (023) 5411321</p>		 <hr/> <p>ALDRICK HENDRICKS ACTING MUNICIPAL MANAGER 13 MAY 2022</p>
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