



DANNHAUSER MUNICIPALITY (KZ 254)

Dannhauser Local Municipality (KZ 254) incorporating Hattingspruit and Durnacol with its seat at Dannhauser invites suitably qualified candidates to apply for the following position:

REF NO : 08/09/23/1

POSITION : Manager: Human Resources

DEPARTMENT : Corporate Services

SALARY : Task Grade 15 of a Grade 2 Municipality, plus normal fringe benefits.

TERM OF CONTRACT : Permanent

REQUIREMENTS : Matric and Degree/ Diploma in Human Resource Management (NQF LEVEL 6/7) or relevant qualification related to Human resources. Five (5) years relevant experience. Computer literacy (Ms Word, Mc Excel and PowerPoint) with good presentation skills.

KNOWLEDGE AND SKILLS:

- Good management, human relations, interpersonal and communication skills.
- High level of responsibility and confidentiality.
- Ability to advice Management, staff and Trade Unions.
- Knowledge of Functionality of SALGBC
- Be familiar with CCMA procedures

RESPONSIBILITIES :

- Dealing with day to day functioning of Human Resource unit and Management of junior staff.
- Ensure effective functioning of Human Resource unit e.g Recruitment & Selection, Appointments and Terminations of the staff.
- Ensure proper management of staff in capturing of leaves, overtime and all HR transactions.
- Managing, formulation and development of organizational policies in line with SALGBC Collective Agreement.
- Ensure submission of reports EMCS, which are monthly or quarterly LLF reports, recruitment and selections, appointments, Skills Development and Employment Equity reports
- Ensure adequate Training and Development of staff and Councillors in line with skills development Act.
- Ensure efficient and effective utilization of HR budget including issuing of bursary for staff and Councillors.
- Ensure compliance and adherence with the following prescript in line with RSA Constitution, Municipal System Act, Municipal Structures Act, Municipal Finance Management Act, Employment Equity Act, Skills Development Act, BCEA, LRA and SALGBC Collective Agreements.
- Ensure effective implementation of discipline, grievances, conflict management.
- Preside and investigate misconduct cases, represent the employer in the CCMA/Bargaining Council.
- To give progressive advice to Management and staff on labour related matters, including Human Resource matters.

NOTE : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Security vetting will be done. Successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

APPLICATIONS : Applications should be accompanied by a comprehensive Curriculum Vitae and certified copies of all qualifications and submitted Quoting the relevant reference number. All Applications should be directed to the Acting Municipal Manager and handed delivered to No.08 Church Street, Dannhauser 3080 or posted to Private Bag X1011, Dannhauser 3080

PLEASE NOTE THAT NO APPLICATION BY E-MAIL OR FAX WILL BE ACCEPTED.

Applicants should note that if they are not notified of the outcomes of their application within 30 days of the closing date for submission of applications, they may conclude their application was no successful.

The Municipality reserves the right not to make any appointment following the placement of this advertisement.

CLOSING DATE : 06 October 2023 by no later than 12h00

ENQUIRIES : Enquiries may be directed to Mr M.S. Sithole, Acting Municipal Manager at 034 621 2666 or email to: municipalmanager@dannhauser.gov.za