

MAGARENG



MUNICIPALITY

PERSONNEL VACANCY

The Magareng Local Municipality, with its Head Office in Warrenton located in the Frances Baard District Municipality in the Northern Cape, seeks a competent and visionary leader to Head its Human Resource Unit. Applications are invited from suitably qualified persons with innovative and strategic thinking ability, strong communication skills and a quality and driven attitude.

POST : MANAGER: HUMAN RESOURCE MANAGEMENT (PERMANENT)
SALARY: R526 956.00 (POST LEVEL: 15)

BENEFITS:-

Standard Conditions of Service

MINIMUM QUALIFICATIONS / POST REQUIREMENTS

- An appropriate B Degree in Human Resource /Law or Public Administration
- Three Years relevant Experience;
- A Valid Driver`s License.

COMPETENCIES

The successful applicant /candidate must possess competencies as published in Annexure A of the Local Government Municipal Staff Regulations Promulgated in Government Gazette 55181 of 20 September 2021.

Leading Competencies:-

- Report Writing;
- Data Analytics;
- Budgeting and Financial Management
- Applied Strategic Thinking;
- Innovation;
- Communication Skills;
- Customer Service Skills;
- Organisational Skills;
- Computer Literacy (Microsoft Word, Excel & Power-point)
- Team Leadership
- Ability to work against performance scorecards;
- Ability to compile performance reports on a quarterly basis.

Core Competencies

- Sound Knowledge of research and analytical theories and practices;
- Excellent knowledge in Human Resources Procedures and Policies;
- Fully conversant with all Labour Legislations and Local Government Bargaining Council Collective Agreements;
- Excellent report writing and presentation skills
- High level of computer literacy : Office Applications;
- Excellent Negotiating, Communication skills & Conflict Management Skills;

- Excellent Negotiating, Communication skills & Conflict Management Skills;
- Knowledge of Local Government Processes and reporting requirements;
- Knowledge of business planning, budgeting and associated process within in Local Government and/or Public Sector;

Key Performance Areas

- Research and Develop strategic and short to medium terms plans for the Human Resource Functionality;
- Formulates immediate and short term result indicator to address critical human resources needs and interventions for key functional areas within the Municipality in accordance with statutory legislation (e.g. Employment Equity, Labour Relations, Recruitment and Selection, Organizational Development and Employee Assistance, Organisational Structure) e.t.c
- Prepare and submits capital/operating estimates for the HR unit and control expenditure against the approved budget allocation;
- Manages and Controls Organisational Change and Development through the formulation of specific policies and procedures and forward/present to the Director Corporate Services and/ or Councils Committees;
- Managing healthy employment relations and duties between the employees, organised labour as well as ensuring that Magareng Local Municipality adheres to the Legal Prescripts;
- Managing and Controlling employee disputes and resolution;
- Manages and Control procedures and processes associated with maintaining employee relations and industrial peace;
- Attending to and participating in complex conciliation and arbitration proceedings and including briefing Senior Management and appointed attorney and implement awards/outcome accordingly;
- Manages key results indicators and outcomes pertaining to recruitment and selection criteria;
- Participating in the interview process for designated level and/or providing information to the panel on the requirements and application of specific Human Resources Policies and Procedures;
- Planning immediate and short -term results to address progress and recommend interventions in accordance with statutory legislation;
- Reviewing the workplace skill plan and in conjunction with the Local Government Sector Education and Training Authority (LGSETA), establishes and confirm the status of levies, grants and reports on progress in achieving short to medium term objectives;
- Directing the Procedural and operational dimensions of selecting, coordinating and providing training to employees and monitors impact on organisational efficiency and progress towards self-development and growth within the Municipality;
- Manages sequence associated with establishing the employee wellness capacity of the Municipality;
- Oversee the implementation of the Occupational Health and Safety;
- Monitor and establish records on the Human Resource data base and ensure that all the Personnel supporting documents are filed on the Human Resource Personnel Files;
- Manages and controls the Key Performance Indicator`s and outcome of personnel within the Human Resource Unit;
- Responsible for the development ,implementation and review of the HR Policies and Procedures ,Human Resource Plan and HR Employee Relations Communication aiming at awareness on an annual basis;

PLEASE NOTE

- No late or faxed and/or electronic applications will be considered.
- Only hard-copy applications will be considered.
- Shortlisted candidates will be subjected to security vetting/screening, verification of qualifications, criminal record and employment history/reference check and should disclose financial interests.

- Magareng Municipality reserves the right to nullify or cancel and employment contract and recover all costs incurred by the municipality including remuneration, advertisement, travel and subsistence allowance to attend interviews, 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 or any other relevant legislation.
- Suitably qualified applicants must submit their application with a detailed CV, certified copies of academic qualifications, Identity document and driver's licence (certified copies must not be older than 3 months) to the **Municipal Manager P.O. Box 10 Warrenton Northern Cape 8530.**
- Written communication will only be with shortlisted candidates and if no communication has been received from the municipality within three (3) months after the closing date, please consider your application not successful.
- The municipality reserves the right to appoint or not appoint any person.

Closing Date: 08 March 2024

**Enquiries can be directed to Mrs Corney Lentsoe (HOD: Corporate Services)
Tel: 053 497 3111 during office hours (07:30 - 16:00)**

NOTICE ISSUED BY

The Acting Municipal Manager
Mr Tumelo Thage
P.O. Box 10
WARRENTON
8530