

THEEWATERSKLOOF Municipality

Applications are hereby invited from suitably qualified persons to be appointed in the under mentioned vacancy.

MANAGER: HUMAN RESOURCES

Salary: Post level 6001 – Between R235 368.00 and R241 644.00 plus a Travel allowance of R4947.52 per month under certain conditions.

The most eligible candidate must be in possession of a Bachelor's degree or an equivalent qualification in Human Resources, a post graduate qualification will be an added advantage, at least (3) years experience at a senior supervisory Management level in an HR environment. Work experience in the public sector will also serve as an added advantage. Must have good work knowledge of all labour related legislation. Experience in the following electronic systems will serve as a recommendation (performance management system IGNITE); (administrative record system Collaborator) and PAYDAY HR Database. Competent in the MS Word Package and the ability to do own typing related to this position.

Key Performance Areas : Responsible for managing the HR functions of the Municipality, which includes :

- Aligning the HR function with organizational strategies in terms of a 5 year HR strategic plan
- Develop HR policies and related procedures related to the HR strategic plan
- Develop and implement an individual performance management system
- Responsible for compiling the annual needs assessment restructuring purposes and financial impact on salary budget
- Ensure an updated and approved organizational structure
- Monthly reporting on the HR performance areas identified in the annual Service Delivery Budget Implementation Plan
- Ensure compliance in terms of regular Local Labour Forum Meetings, Training Committee meetings and Employment Equity meetings.
- Ensure compliance with health and safety regulations, legislative requirements, related policies and procedures
- Developing systems for human resource development and administration
- Facilitate and oversee the TASK Job evaluation process for new positions and major changed positions
- Liaison with managers to provide advice and guidance on all HR related functions within the organization
- Ensure adequate preparation and representation in disputes referred to the Bargaining Council , CCMA and Labour Court

Enquiries: Contact Adv J Isaacs: Director Corporate Services – Tel: 028-2143300 or fax 028-2141289

If you do not receive any feedback, within one (1) month after the closing date of this advertisement, then you must accept that your application was unsuccessful.

Theewaterskloof Municipality is committed to equal opportunities in terms of the Employment Equity Act.

H S D Wallace, Municipal Manager, P O Box 24, 6 Plein Street, Caledon 7230

The Council's offer includes benefits such as a pension fund, medical aid and a group scheme as well as a 13th cheque, a housing-/ rental subsidy and settling of furniture removal cost under certain conditions.

Applications, accompanied by a CV, certified copies of qualifications, ID document, as well as a testimonial must be forwarded to the Chief Personnel Officer, Theewaterskloof Municipality, P O Box 24 Caledon, 7230.

Closing date : 06 August 2010