



BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT
EXTERNAL: Notice Nr: 06 /2023
REF NUMBER: KORP 13/WC0530026
MANAGER: HUMAN RESOURCE MANAGEMENT
DEPARTMENT: CORPORATE SERVICES

Salary: T14: R34 866.45 pm

R418 397.39 to R543 125.64 per annum

Plus Benefits

Job Purpose:

To manage, i.e. plan, lead, organise and control the HRM functions of the municipality and result indicators associated with the provision of an effective HRM service to core service delivery functions by performing human resources management and related administrative activities; coordinating the development and maintenance of systems, policies, procedures and processes; providing HR support systems for the municipality.

Requirements: - a relevant 3 year tertiary qualification (NQF Level 7) in Human Resources Management or related field.

Scope of Knowledge: Plays a wide ranging research, problem solving, design and standard setting role and / or more focused research problem solving role; • Participates in, plans and leads projects. Supervises and / or co-ordinates various Human Resources staff; • High level specialist / consultant or project leader within Human Resources; • Manage HR programs and projects; and • Manage resources (staff, assets, budgets).

Experience: 8 years or more relevant experience covering a broad range of human resources functions; and
• At least 3 years supervisory experience.

Skills and Abilities Required: Computer skills (MS Office) *Drivers Licence Code B *Public Relations skills *Report writing *Bilingualism *Negotiation skills *Good management, human relations, interpersonal and communication skills *Ability to give attention to detail *High level of responsibility *Ability to work under pressure *Ability to deal with conflict situations

Other Competency Requirements as Stipulated in Annexure A of the Government Gazette No 45181 Dated 20 September 2021 pages 360 - 377- : Demonstrates all competencies from level 1 to 4. Please visit https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf and read through headings below:

Organisational Awareness - Consulting - Planning and Organising - Monitoring and Control - Negotiation - Oral Communication - Written Communication

FUNCTIONAL COMPETENCIES - Change Management - HR Technology / Information Management - HR Service Delivery - Strategic HR Management - Talent Management - Workforce Planning - Learning and Development - Occupational Health and Safety - Compensation and Benefits Management - Performance Management - Employee Wellness - Industrial and Labour Relations

PUBLIC SERVICE ORIENTATION COMPETENCIES - Interpersonal Relationships - Communication - Service Delivery Orientation - *Personal* - Action and Outcome Orientation - Conflict Management - Resilience - Learning Orientation - Accountability and Ethical Conduct - Problem Solving and Analysis

MANAGEMENT / LEADERSHIP COMPETENCIES - Direction Setting Impact and Influence - Coaching and Mentoring - Team Orientation

Key Duties:

Co-ordinate activities and procedures associated with direct supervision and monitoring of personnel and services *Ensure that HR management and development services are functional and efficiently run *Plan, lead, organise and control the HRM management functions of the Council * Develops divisional vision and strategy * Coordinate the development and maintenance of systems, policies, procedures and processes * Manage employee performance * Plans and manages utilisation of resources of the division * Perform human resources management and related administrative activities * Coordinate the Human Resources Division of the Municipality * Provide staff provisioning services: develop, manage and administer the Recruitment and Selection Policy, staff establishment * Administer the implementation of Employment Equity * Manage the training and development function * Coordinate occupational health, safety and employee wellness services *Co-ordinate the completion of job analysis and job description for all staff of the Municipality * Manages contracts for HR-related activities * Render an effective and efficient labour relations function and to ensure compliance with relevant labour legislation, collective agreements and council policy (shared services wrt contracted Presiding Officer's functions) * Facilitates and monitors implementation of disciplinary and grievance procedures * Production of Documents * Informal and Formal Reporting * Communication with internal and external stakeholders * Perform other related duties as instructed by supervisor

Please Note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documentation will be returned. No copies of certified copies will be accepted. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. No applications via fax or e-mail will be considered unless the original application & documents are received on/before the closing date.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Beaufort West Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered

as part of the selection criteria/process. If you do not hear from us within 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website www.beaufortwestmun.co.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

CLOSING DATE: Friday, 03 February 2023 at 12:00

Job Related Enquiries: Mr. Amos C Makendlana – 023-4148100/ 8181

General HR Enquiries: Adriaan Duimpies – 023-4147549 / Imelda Dourie – 023-4148190
Angilo Jacobs – 023-4147550

Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at –

The Office of the Acting Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970

RR LINKS

ACTING MUNICIPAL MANAGER

Notice Period 11.01.2023 – 03.02.2023