



Knysna

Municipality || Munisipaliteit || uMasipala

inclusive || innovative || inspired

KNYSNA MUNICIPALITY

Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:

HUMAN RESOURCES OFFICER DIRECTORATE CORPORATE SERVICES

Task Level 12: R404 352 to R524 712 (Basic Salary)

R604 665 to R760 298 (Total Cost to Council Package)

(PERMANENT APPOINTMENT)

Applicable Municipal benefits will apply.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

- A relevant 3 year tertiary qualification in Human Resources Management or related field (NQF 6)
- 2 – 5 years relevant experience in a recruitment environment
- Municipal Experience will be an added advantage
- Valid Code B drivers license
- Advanced Computer Literacy (MS Office Package)
- Ability to work under pressure
- Effective verbal and written communication skills in at least two of the three Provincial Languages

KEY PERFORMANCE AREAS:

- Advise Management and staff on Recruitment and Selection processes and procedures
- Execute the internal and external recruitment and selection processes including draft advertisement, initial screening, set up interviews, attend interviews and processes and approved appointments
- Co-ordinate personal administration
- Co-ordinate and conduct induction & exit process
- Process inception salary and benefit documentation
- Administrative duties for the entire recruitment and selection process as well as employment and benefit administration
- Maintenance of personnel files and keeping of personnel statistics
- Responsible for the training, advice and administration of employee benefits relating to Pension, long service etc
- Co-ordinate and process job descriptions and job evaluation process
- Assist with Organisational Structure Development or Design
- Co-ordinate the Municipal Staff Leave Administration
- Supervision of staff reporting to the position
- Implement relevant Labour and Human Resource legislation and policies
- Authorize selected Human Resource related processes on the Promun System
- Generate reports and statistics for Manager Human Resources as and when required

COMPETENCIES

CORE PROFESSIONAL COMPETENCIES

Organizational Awareness, Consulting, Planning and Organizing, Monitoring and Control, Negotiation, Oral Communication, Written Communication

All applications will be considered, but in terms of its Employment Equity Target, the Municipality would prefer to appoint an Coloured, Indian, White Female or an African, Indian Male if a suitable candidate in that category can be identified.

PLEASE NOTE: (Failure to comply with the below will result in disqualification)

- All applications **MUST** be on a Knysna Municipal Application form (<https://www.knysna.gov.za/wp-content/uploads/2022/09/Knysna-Municipality-New-Job-Application-Form.pdf>) accompanied by a comprehensive CV

with certified copies of qualifications (not older than 6 months), copies of training, experience, competency and previous employment record must accompany applications.

- Application forms are obtainable from the Municipal website: www.knysna.gov.za. Completed applications should be forwarded via email to: vacanciescorporate@knysna.gov.za
- Shortlisted applications will be subjected to Vetting.
- Correspondence will ONLY be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.
- For enquiries, contact the Human Resources Office at 044 302 6419 or on email address: lphillips@knysna.gov.za.

Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

CLOSING DATE: 23 JANUARY 2025

LULAMILE MAPHOLOBA

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.