



HANTAM MUNISIPALITEIT

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Hantam Local Municipality, based in Calvinia, currently has the following vacancy and applications are awaited from competent persons who meet the set minimum job requirements. Prescribed application forms are available at the offices and on the website (www.hantam.gov.za) of Hantam Local Municipality. Hantam Local Municipality is an equal opportunity employer and respects the provisions of the Employment Equity Act.

MANAGER: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION SERVICES

REF NO: CS04-2024/25

REQUIREMENTS AND EXPERIENCE:

A relevant 3-year Tertiary qualification preferably a National Diploma or B Degree • Computer Literacy: MS Office • 8-years or more relevant experience of which 3 years must be at Supervisory level

KEY PERFORMANCE AREAS:

Operational Forward Planning and Alignment • Human Resources Forward Planning and Strategy Alignment • Management of Personnel Productivity and Performance • Management of Employment Relations • Financial Control, Budget and Risk Management • Contract and Supply Chain Management • Management of a Regulatory Framework • Procedures, Systems and Controls • Management of Reporting Processes – Information Dissemination • Management of Health and Safety • Management of Projects • Management of Recruitment and Selection, Personnel Administration, Employee Assistance, Employee Equity and Employee Productivity and Performance • Management of Employment Relations • Training Development and Performance Management • Human Resources Administration Management • Secretarial Support • General Support Functions Committees/Secretarial Functions • Minutes, Agendas and Notifications • Document Processing and Recordkeeping • Communication • Administration

JOB PURPOSE:

Plans, leads and manages the Human Resources and Administration Services functions of the Municipality through the design, development and alignment of policies, procedures, systems and controls guiding critical human resources and administration control interventions, applications and outcomes and providing strategic advice on the mission critical initiatives with respect to Human Resources development aimed at supporting the accomplishment of the Municipality's key performance areas and service delivery objectives. Performs tasks/ activities associated with co-ordinating the logistical and procedural requirements for Council and Committee Meetings, provision of secretarial support through the application of laid down meeting procedures, accessing and making available information, translating documents and performing related administrative sequences.

COMPETENCY LEVELS:

The competency level for this position is at the level 4 as stipulated in Annexure A of the Municipal Staff Regulations Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"> • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Professional • Organisational Awareness • Problem Solving • Planning and Organising 	<ul style="list-style-type: none"> • Business Processing • Use of Technology • Data Processing and Analysis 	<ul style="list-style-type: none"> • Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus 	<ul style="list-style-type: none"> • Action and Outcome Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation 	<ul style="list-style-type: none"> • Impact and Influence • Team Orientation • Direction Setting • Coaching and Mentoring

SALARY: • Post Level T14 Notch 1 (R 472 764 -00 per annum)

GENERAL:

•Certified copies of Identity Document, Qualifications, Certificates, not older than 6 months as well as a complete CV, must accompany your application form. •If you do not receive any feedback from the Municipality within 4 weeks after the closing date, you can accept that your application was unsuccessful. •The Municipality respects the conditions of the Protection of Personal Information you have provided us is true, up to date and correct. •Only shortlisted candidates will be contacted. •No late applications will be considered. •E-mailed applications will be accepted. •Women, youth and people with disabilities are welcome to apply •Recruitment with Councillors and / or any member of the appointment committee and / or any staff member of the Hantam Municipality, is inadmissible and will disqualify applicants immediately. •Please utilise the correct application form as provided per website. •Successful candidate(s) will be expected to sign a contract of employment, financial disclosure of benefits and interest and a performance contract (where applicable) with the employer. •All appointments are subjected to Police clearance which means that by applying for a position at the Municipality you give us permission to obtain a Police clearance.

Applications can be addressed to: Acting Municipal Manager: Mr. J.J. Fortuin, Hantam Local Municipality, 20 Dr Nelson Mandela Drive, Calvinia, 8190, E-mail: records@hantam.gov.za

Enquiries can be directed to: Mrs. E. de Wet; Director: Corporate Services on 027 341 8500

Hantam Local Municipality reserves the right not to make an appointment.

CLOSING DATE: FRIDAY, 06 JUNE 2025