



FRANCES BAARD

DISTRICT MUNICIPALITY / DISTRIKSMUNISIPALITEIT
MASEPALA WA SEDIKA / U MASEPALA WE SITHILI

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and in pursuit of rendering quality service, has the following vacancies:

DEPARTMENT: ADMINISTRATION
VACANCY: ASSISTANT PERSONNEL OFFICER

Ref. no: 09/18

PERMANENT POSITION
TASK 12

Basic salary: R259 908.00 – R337 380.00 per annum (Plus benefits: subsidised Pension fund, Medical aid scheme, Group life insurance, Housing subsidy, 13th cheque)

Job requirements: A National Diploma in human resources management or equivalent qualification. Two to three years' experience in the human resources environment. Excellent inter-personal relations skills. Valid code EB driver's license. Knowledge and understanding of the policies, legislation, regulations and procedures applicable to Local government. knowledge of VIP payroll and HR premier systems will be an added advantage. Ability to work under pressure and meet deadlines.

Key performance areas: Coordinating Human Resources administrative sequences and attending to general applications and interventions associated with the functionality in order to ensure adequate guidance and support is made available to employees with respect to comprehending and understanding organizational and legislative procedures related to their employment, benefits and development. Co-ordinating administrative requirements associated with the Human Resources functionality, by: compiling reports on specific personnel related items (medical boarding, leave, etc). Completing standardized forms and documentation reflecting details/ information and/ or descriptions in respect of medical boarding, injury on duty, appointment, termination instruction or leave applications and forwarding to specific internal/ external departments for processing. Maintaining and updating personnel information with respect to changes in employment/ personal status and attending to the safekeeping of personnel records/ files in accordance with approved recordkeeping systems. Processing/ updating Human Resources Information System records from approved applications and submissions with respect to training, employee assistance programmes, staff establishment details, job design and specifications, disciplinary and grievance procedures. Co-ordinates specific sequences associated with the employment of personnel, by: applying specific statutory and procedural sequences on engagement of the successful applicant (Unemployment Insurance Fund Registration, Income Tax, banking details, medical checks, etc.). Collates and prepares qualitative and quantitative information for inclusion into specific statutory reports, by determining reporting requirements and accesses specific records and information system databases to extract information. Arranging and interpreting information to formulate summaries on specific dimensions of human resources within the organization (employment levels, categories, gender and race groups, disabilities, skills profile, etc.). Making available verified information to facilitate the compilation of statutory reports for submission to official regulatory bodies depicting the employment and skills profile of the organization.

Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory, and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by certified copies of ID and qualifications.

Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.

Application forms are available from the municipal office and/or may be downloaded from the municipal website; www.francesbaard.gov.za. Enquiries can be directed to: Mrs. Pulane Matsitse/Ms. Phomolo Thelejane, Tel: 053-838 0912/911.

Note: Designated groups, including people living with disabilities, are particularly encouraged to apply.

Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. The District Municipality reserves the right to make no appointments.

Closing Date: 28 March 2018

ACTING MUNICIPAL MANAGER, MS ZM BOGATSU