



# 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 the pursuit of excellence in service delivery. The municipality has the following vacancies:

## ADVERTISEMENT

DEPARTMENT: ADMINISTRATION  
VACANCY: HUMAN RESOURCES MANAGER

Ref. no: 05/18

### PERMANENT POSITION TASK: 16

**Basic salary: R427 668.00 – R555 096.00 (plus benefits: car allowance, pension, medical aid scheme, group life insurance, housing subsidy, 13th cheque).**

**Requirements:** The applicant must be in a possession of a B Degree in Human Resources Management or equivalent qualification at NQF level 6. Minimum of 5-6 years relevant experience in Human Resources Management. A postgraduate Degree in Human Resources Management will serve as an added advantage. Valid code EB driver's license.

**Knowledge, skills, training and competencies:** Strong and traceable strategic management skills. Proven track record in Organizational Development and Performance Management. Experience in project management. Understanding of conflict management. Understanding of CCMA/SALGBC processes and Labour legislation. Excellent report writing skills. Good negotiation skills. Excellent communication skills (both written and verbal).

**Key Performance Areas:** Directing and controlling the provision of a Human Resources service through the design, development and alignment of policies, procedures, systems and controls guiding critical human resources interventions, applications and outcomes. Providing strategic advice on the critical initiatives with respect to Human Resources Management, transformation and development. Implementing programmes and interventions to support productivity, performance and discipline and monitoring the adequacy of administrative systems in respect of information access and availability in order to ensure the functionality contributes positively towards creating a motivating and enriching climate that supports job satisfaction, employee well-being and conformity with legislative requirements and terms and conditions encapsulated in agreements regulating the sector.

Overall management, supervision and monitoring of Human Resources Management, Human Resources Development, Labour Relations, Occupational Health and Safety, Organizational Development and Employee Wellness in the organization. Manage the implementation of the Human Resources strategy of the Municipality. Provide Human Resources consultancy services to line management, executive management and staff. Manage employment equity processes. Provide comprehensive management and leadership for the unit including monitoring and administration of the Human Resources payroll system. Provide comprehensive management, supervision and leadership of the training and development processes including interventions aligned with the Workplace Skills Plan. Co-ordinate job evaluation processes. Develop and maintain Human Resources policies for the Municipality. Develop and manage the unit's budgeting process.

Ensure compliance with all employment related legislation. Provide Human Resources Management and Development services through timeous and relevant interventions for all employees.

**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](http://www.francesbaard.gov.za). Enquiries can be directed to: Ms. Pulane Matsitse, 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**

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**Closing Date: 22 February 2018**

**ACTING MUNICIPAL MANAGER, MS. ZM BOGATSU**