



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 PRACTITIONER

Ref. no: 08/17

PERMANENT POSITION TASK: 13

Basic salary: R292 608.00 - R379 824.00 (plus benefits: Pension, Medical aid scheme, Group life insurance, Housing subsidy, 13th cheque)

Requirements: The applicant must be in possession of National Diploma/B.degree in Human Resources Management or an appropriate equivalent qualification. The successful candidate must have at least four years practical experience in the Human Resources environment. Valid code EB driver's license. Knowledge and understanding of the policies, legislation, regulations and procedures applicable to Local government. Ability to work under pressure and meet deadlines.

Knowledge, Skills, Training and Competency required: Excellent prioritising skills and ability to manage a variety of tasks simultaneously. Proven organisational skills and information flow. Demonstrate professional knowledge so as to interpret, communicate and apply Acts, policies and procedures.

Key performance areas: Advise, facilitate and manage Human Resources tasks/activities associated with recruitment, selection, termination, organizational development, employment equity and transformation. Provide induction training and general personnel administration through the interpretation and application of procedures and provisions of Collective Agreements and employment legislation. Present information on interventions and processes, facilitating and guiding the implementation of programmes to improve understanding and awareness of change and organizational policy instruments in respect of employment. Advising functional departments and engaging with organized labour on the relationship and / or concerns in order to ensure functional objectives, organizational and legislative requirements are complied with. Management of employee wellness programmes and wellness days. Assist with management of the provision of a Human Resources service through the design, development and alignment of policies, procedures, systems and controls guiding critical human resources interventions. Work hand in hand with the Human Resources Manager to provide strategic advice on critical initiatives with respect transformation and development.

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: Ms. Phomolo Thelejane, Tel: 053-838 0912/911.

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.

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.

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

Closing Date: 22 November 2017

MUNICIPAL MANAGER, MS. ZM BOGATSU