



EMADLANGENI MUNICIPALITY

Emadlangeni Municipality as an equal opportunity, affirmative action employer with its legislative and executive seat in Utrecht, invites suitably qualified candidates to apply and fill the following vacant position:

DEPARTMENT OF CORPORATE SERVICES

PERMANENT POSITION: MANAGER HUMAN RESOURCES AND ADMINISTRATION.

Salary: R396 856,92 per annum

Requirements:

- Bachelor's Degree or Diploma in Human Resources Management or relevant qualifications;
- 4 to 5 years' experience in Human Resources environment and
- Good understanding of Local Government and Labour legislation.

Added advantage:

- Certificate in payment software systems and
- At least 2 years managerial experience.

Duties:

Reporting directly to the Director: Corporate Services, the successful incumbent will be responsible and accountable for the following:

- Manage and control procedures and processes associated with Recruitment and Selection;
- Manage and control organizational change and development through the formulation of specific policies and procedures;
- Manage and control procedures and processes associated with maintenance of employment relations and industrial peace;
- Manage procedural requirements associated with personnel development initiatives;
- Manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with provision of health and safety in the workplace;
- Develop and implement Employment Equity Plan, Workplace Skills Plan and HR Strategy;
- Advise Council and Management on Local Government legislation and Collective Agreements.
- Manage the Municipal buildings and maintenance of facilities
- Manage auxiliary services, including Registry and Archives and
- Manage Council Support services.

Detailed Curriculum Vitae accompanied by the covering letter and certified copies of qualifications can be forwarded to the Municipal Manager:

Emadlangeni Municipality, 34 Voor Street, Utrecht: 2980 or P O Box 11, Utrecht: 2980.

For further information you may contact the Director: Corporate Services at 034-331 3041

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 30 days of the closing date, you should consider your application as having been unsuccessful.
- The Municipality will not take responsibility for information not mentioned in applications submitted and for lost applications unless proof of submission can be supplied.
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- All applicants may be required to undergo a proficiency test.
- **NO** applications shall be considered without certified copies of the original documents and qualifications.
- Emadlangeni Municipality adheres to the provisions as contained in the Employment Equity Act to ensure the representivity through the process of affirmative action.
- Qualifications will be verified and reference checks will be made.
- Applicants will be subjected to a vetting process.
- Only Foreign qualifications accredited by the South African Qualification Authority will be considered.

CLOSING TIME AND DATE: 12 NOON ON THE 30 OCTOBER 2019



**MS. S MHLOPHE
ACTING MUNICIPAL MANAGER**