

**DISTRIK MUNISIPALITEIT  
DISTRICT MUNICIPALITY  
U-MASIPALA WENINGQI**

**INTERNAL AND EXTERNAL ADVERTISEMENT:  
PERMANENT POSITION  
VACANCY: CORPORATE SERVICES: HRM OFFICER**

ZF Mgcawu District Municipality, situated in the Northern Cape Province and based in Upington, is a dynamic equal opportunity employer. Suitable, qualified and committed individuals are invited to apply. Appointments will be made according to the accepted equal opportunities and Council's affirmative-action policy.

<b>JOB TITLE</b>	<b>HR Officer</b>
<b>REPORTING TO</b>	<b>Unit Manager: HRM</b>
<b>ANNUAL SALARY</b>	R298 284.88
<b>DURATION</b>	<b>Permanent</b>
<b>LOCATION</b>	<b>Upington Head Office</b>
<b>PREFERRED MINIMUM EDUCATION AND REQUIREMENTS</b>	Grade 12, Certificate: HRM/D, LR, Personnel management or any equivalent related qualification (NQF Level 5-6) Computer literate. SAMRAS knowledge will be an advantage
<b>PREFERRED MINIMUM EXPERIENCE</b>	2 to 3 years relevant conditions of services experience, relevant recruitment, selection and appointment experience. Working experience in employee benefits and deductions
<b>JOB RESPONSIBILITIES</b>  Detailed tasks and KPA's in Job Description	Handle all employee records management. Processing of service benefits i.e. leave, standby, overtime, Long service recognition, pensions, acting allowance, housing allowance, medical aid, , termination of service, in accordance with municipal prescripts. Process all types of terminations. Responsible for administration of recruitment, selection and appointment processes. Arranging logistics for candidates due for interviews: invitation, venues, refreshments, and travel. Conducting reference checks. Facilitating the induction process of new employees.
<b>ADDITIONAL COMPETENCIES</b>	Good interpersonal and communication skills. Be trustworthy Have good manner and attitude about dealing with confidential information They must have a good and solid knowledge of Local Government Procedures and Policies They must not have any criminal record
<b>APPLICATION TO BE DIRECTED TO</b>	In anticipation of a large number of applications, correspondence will be limited to the short listed candidates only. You are further advised that the Council has the right to appoint any candidate if it is in its view that no suitable candidate could be found Canvassing for appointment is highly discouraged. Shortlisted candidates will be subjected to security vetting. <u>Application:</u> Detailed and comprehensive Curriculum Vitae including covering letter accompanied by certified copies of Qualifications must be addressed to:  The Municipal Manager, Private Bag X6039, Upington 8800. <u>Hand deliveries:</u> Corner Dr. Nelson Mandela Drive & Upington 26 Drive Upington No faxed or emailed applications will be accepted. If you have not received any response within 30 days after the closing date, consider your application unsuccessful. Enquiries can be directed to: Mr. DJ Van Zyl, Director Corporate Services Tel: 054 - 337 2800
<b>CLOSING DATE OF APPLICATIONS</b>	<b>19 April 2022 at 12:00 Midday</b>
<b>MUNICIPAL MANAGER</b>	<b>Mr. J.G .Lategan</b>



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