



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned vacancy

1. MANAGER: ADMIN

BASIC SALARY: R 370 191.00 (Excluding benefits)

MINIMUM REQUIREMENTS: • Grade12, B Degree/B Tech in Public Administration/Management/Information Science. 5 years' relevant experience of which 3 years is in a supervisory capacity

KEY PERFORMANCE AREAS:

- a) Manage Municipal Records to ensure proper institutional memory management
- b) Administration of municipal correspondence with internal and external stakeholders to ensure good governance and future reference
- c) Manage customer care
- d) Manage Switchboard and Reception
- e) Records Management Strategic Support to the Municipality to ensure alignment to acceptable record management systems
- f) Facilities Management

2. MANAGER: HR

BASIC SALARY: R 370 191.00 (Excluding benefits)

MINIMUM REQUIREMENTS: • Grade12, B Degree/B Tech in Human Resources Management. 5 years' relevant experience of which 3 years is in a supervisory

KEY PERFORMANCE AREAS:

- a) Manage Human Resource Management Strategic Support to the Municipality
- b) Manage Recruitment function in the Municipality
- c) Manage HR & Benefits Administration
- d) Manage Organizational Development (OD)
- e) Manage Occupational Health & Safety and Employees Assistance Programme
- f) Performance Management
- g) Talent Management and Acquisition
- h) Manage Skills Development
- i) Manage Labour Relations



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3. Labour Relation Officer

BASIC SALARY: R 250 761.36 (Excluding benefits)

MINIMUM REQUIREMENTS: • Grade12, National Diploma in Labour Relations or equivalent, 2 years' experience in Labour relations matters

KEY PERFORMANCE AREAS

- a) Coordinate compliance and adherence to employee relations legislations , Processes and prescripts.
- b) Coordinate and control of Labour Relation information.
- c) Represent the Municipality in Conciliations and Arbitration proceeding at the Bargaining council.
- d) Provides sound Employee Relations advice on employee relations cases.
- e) Coordinate the negotiation of strikes and lock-out process, sourcing legal information and Presenting to team.
- f) Give inputs in the development of Labour relations policies and procedure.
- g) Coordinate the communication and implementation of resolutions and collective agreement.

4. PMS OFFICER

BASIC SALARY: R 250 761.36 (Excluding benefits)

MINIMUM REQUIREMENTS: • Grade12, National Diploma in Human Resource Management or equivalent, 2 years' relevant experience

KEY PERFORMANCE AREAS

- Performance Management Administration
- Performance Management Systems
- Co-ordinate PMS activities/issues.
- Implement policies and strategies for the development of PMS matters
- Assist to develop and review the Services Delivery and Budget Implementation Plan (SDBIP)
- Implement an IDP Framework and process plans
- Facilitate the developing and reviewing of the PMS.
- Facilitate the developing of performance contracts for Municipal employees



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To apply for the above post use:

The application form/Letter must be accompanied by a detailed CV, originally certified copies (not old than 3 months) of academic qualifications, copy of an identity document.

Failure to comply with the above request will disqualify your application. Emailed and faxed applications will not be considered.


ENQUIRIES:

HR:013 265 8619/16

Switchboard: (013) 265 8600

Applications should be directed to the below address.

Please forward application to: The Municipal Manager, Makhuduthamaga Local Municipality, Private Bag X434, Jane Furse, 1085 **OR** Hand- delivered to: Stand No 1, Groblersdal Road, Jane Furse, 1085 @Municipal Reception

Women and  (people with disability) are encouraged to apply.

Successful candidate will be stationed is Jane Furse Makhuduthamaga Municipality Main Office and will be required to sign employment ,disclose financial interest and vetting.

Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

Closing Date: 30th April 2019

Applications received after the closing date will not be considered, and if you don't hear from the municipality within 30 days then regard your application as being unsuccessful

Makhuduthamaga Local Municipality is an equal opportunity, Affirmative action employer and subscribe to principles of employment equity.



Ms Rampedi M.N
Municipal Manager

2019/04/02
Date

Approved ✓	Not Approved	Approved as amended
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Office of the Municipal Manager