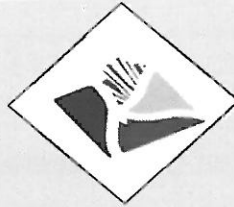


# VACANCY VAKATURE



**KANNALAND**  
MUNICIPALITEIT | MUNICIPALITY

## INTERNAL CIRCULATION

(DIRECTORATE: CORPORATE SERVICE)

**ASSISTANT HUMAN RESOURCE OFFICER**

REFERENCE 81/2023

**PERMANENT APPOINTMENT**

**Salary** : R 229 458.6 – R 297 858.12 per annum (T9)  
**Additional benefits** : Medical aid (optional), Pension, Housing allowance (qualifying requirements), 13<sup>th</sup> cheque and group life insurance

### REQUIREMENTS

(Related proof / documentation must accompany application)

- relevant 3 year tertiary qualification in Human Resources Management or related field.
- Knowledge of Basic Conditions of Employment Act, Labour Law, Skills Act, Equity Act, Compensation for Occupational Injuries and Diseases Act, 1993.
- 2 - 5 years relevant experience required.
- Basic Computer Literacy: MS Word / Excel

### REQUIRED COMPETENCE

Key Professional Competencies	Functional Competencies	Public Service Orientation	Personal Competencies	Leadership Competencies
<ul style="list-style-type: none"> <li>• Basic knowledge about the municipality;</li> <li>• Basic industry knowledge;</li> <li>• Knowledge of the municipality's priorities and goals;</li> <li>• Operates within the municipality's policies and procedures;</li> <li>• Guided application of sector policies and legislation in undertaking tasks; and</li> <li>• Awareness of the issues impacting service delivery.</li> <li>• Able to identify internal and external stakeholders relevant to projects;</li> <li>• Shows confidence in engaging with internal and external stakeholders;</li> <li>• Communicates effectively; and</li> <li>• Accurately captures details of meetings and proceedings for formal record</li> <li>• Translates project objectives into specific plans;</li> <li>• Organises, prioritises and schedules tasks so that they can be performed within budget and with efficient use of time and resources; and</li> <li>• Measures progress and monitors performance and results.</li> <li>• Builds due dates into assignments, tasks and delegations;</li> <li>• Effectively communicates milestones and expected results;</li> <li>• Asks questions to obtain relevant information;</li> <li>• Ensure that all details of a project are accomplished; and</li> </ul>	<ul style="list-style-type: none"> <li>• Able to understand the change drivers and can clarify issues and provide direction in simple change management process;</li> <li>• Provides assistance with the initiation and management of change processes that have a low risk and impact in a localised context (sections, departments);</li> <li>• Assists in brainstorming ways of minimising the resistance to change and makes</li> <li>• appropriate recommendations;</li> <li>• Communicates the need for change in the change process effectively and promotes changes as an opportunity rather than a threat; and Shows empathy in dealing with individuals struggling to overcome resistance to change.</li> <li>• Shows an ability to translate data into meaningful information, shows attention to detail;</li> <li>• Demonstrates logical consequential thinking; Shows an ability to access basic information</li> </ul>	<ul style="list-style-type: none"> <li>• Able to establish rapport and gets on with others;</li> <li>• Communicates effectively; and</li> <li>• Acknowledges contributions of others.</li> <li>• Demonstrates effective oral and written communication; and</li> <li>• Communicates effectively with colleagues and clients.</li> <li>• Commitment to excellence; and</li> <li>• Keeps commitments and promises in undertaking tasks and meeting deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Shows enthusiasm to take on new projects;</li> <li>• Is a self-starter;</li> <li>• Drive to meet deadlines and motivates others to do the same; and</li> <li>• Creates an action oriented culture that supports the department in achieving its goals.</li> <li>• Collects information from relevant sources to understand conflict;</li> <li>• Understands conflict resolution methodology and processes; and</li> <li>• Is impartial when resolving conflicts.</li> <li>• Accepts criticism about performance in stride, while maintaining work standards; and</li> <li>• Continues to attempt to improve, despite setbacks or other constraints.</li> <li>• Shows willingness to learn new things and acquire knowledge;</li> <li>• Engages in regular external activities in the process of further development; and</li> <li>• Seeks ongoing support for own limitations (e.g. from coach or mentor).</li> <li>• Conducts self in accordance with organisational values;</li> </ul>	<ul style="list-style-type: none"> <li>• Gives direction to team in meeting objectives and deadlines; and</li> <li>• Defines roles and responsibilities for team members and clearly communicates expectations.</li> <li>• Makes positive impact and comes across as confident and professional;</li> <li>• Commands respect from peers and subordinates; and</li> <li>• Settles disputes as quickly and as effectively as possible.</li> <li>• Shares knowledge and information with peers and subordinates; Communicates tasks and expectations and sets realistic standards;</li> <li>• Anticipates mistakes and freely offers assistance without being overbearing; Understands subordinates' limitations; and</li> <li>• Encourages 'on-the-job' training and the acquisition of new skills.</li> <li>• Shows initiative and confidence in dealing with others;</li> </ul>

<ul style="list-style-type: none"> <li>Keeps track of many small details without forgetting an</li> </ul>	on the HR Information System;		<ul style="list-style-type: none"> <li>Undertakes roles and responsibilities in a sincere and honest manner;</li> <li>Treats all employees with equal respect; and</li> <li>Takes responsibility for own actions.</li> </ul>	<ul style="list-style-type: none"> <li>Able to manage in a team, working effectively as a team member;</li> </ul>
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### KEY PERFORMANCE AREAS

- Organise rooms, time and date of hearings
- Consult with particular parties on appropriate dates
- Advising line management on a continuous basis on the correct application of conditions of service and relevant legislation/bargaining council agreements/policies in so far as labour relations aspects are concerned.
- Such advice is being given on request and in own judgement and by observations
- Assisting employees/Departments with grievance and disciplinary procedures
- Assisting in the pro-active planning of the management of conflict and the managing of labour unrest (including negotiations)
- Dealing on request of the supervisor with unauthorised illness cases and the misuse of sick leave
- By preparing notices, agendas and write minutes of the meetings
- By arranging the venue for the meetings and distributing of the agendas
- Checking the accuracy of details recorded on transactional documentation and updating work in progress information/ data on specific applications/ systems of the department.
- Furnishing training performance outcomes to Clerk for capturing on HR database
- Attending meetings, recording discussions and preparing and circulating minutes to departmental personnel outlining agreed steps and actions
- Maintaining the employee record/filing system, initiating sequences to create new files using specific codes and references and co-ordinating the reminder system and attending to specific administrative arrangements
- Photocopying or scanning original documentation and transmitting facsimile copies to specific destinations and recording transmission details confirming receipt, time and date of execution

**ENQUIRIES:** MR H BARNARD (028) 551 8000

Applicants must submit a formal application form and a comprehensive CV, certified copies of qualifications, identity document and driver's licence. Applications must be submitted electronically preferably as one PDF document to [hrappliations@kannaland.gov.za](mailto:hrappliations@kannaland.gov.za). Application forms can be obtained from the Municipal website at [www.kannaland.gov.za](http://www.kannaland.gov.za) and must reach the Human Resources section on or before 13 July 2023 at 12:00. Applicants must clearly state the reference number and position in the subject line of the email.

Only electronic applications will be received.

Applicants residing in the Kannaland area will receive preference.

### **Disqualification:**

**Please note that the following will result in disqualification:**

- 1. Non-submission of copies of academic qualifications/records.**
- 2. Canvassing with Councillors.**
- 3. Submission of fraudulent qualifications and/or documents.**

NB: Please note that shortlisted candidates will be subjected to a selection process. By applying for this position, candidates consent to background checks being conducted.

The Municipality reserves the right not to make an appointment.

If you do not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Kannaland Municipality is an equal opportunity employer that endorses the principle of affirmative action and employment equity. Preference will be given to applicants from the designated/underrepresented groups.

**CLOSING DATE: 13/07/2023**

