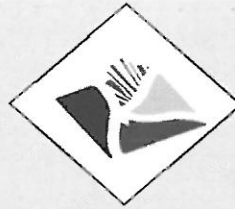


VACANCY VAKATURE



KANNALAND
MUNICIPALITEIT | MUNICIPALITY

INTERNAL & EXTERNAL CIRCULATION
(DIRECTORATE: CORPORATE SERVICES)

HUMAN RESOURCE OFFICER

REFERENCE 79/2023

PERMANENT APPOINTMENT

Salary : R 258 334.32 – R335 336.28 per annum (T10)
Additional benefits : Medical aid (optional), Pension, Housing allowance (qualifying requirements), 13th cheque

REQUIREMENTS

(Related proof / documentation must accompany application)

- 2 - 5 years relevant experience required..
- A 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
- Code EB driver's license
- 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"> • Understands and internalizes the municipality's priorities and goals; • In-depth knowledge of municipality's policies and procedures; • Knowledge and understanding of the municipality's functional directorates; • Understands priorities, goals and issues of local government; • Understands local government policies and legislation; and • In-depth knowledge of the issues impacting service delivery. • Responds to questions with accurate and complete answers; • Understands stakeholder decision making structures and processes and designs consultation forums accordingly; • Displays thorough knowledge of subject matter and is able to communicate at various levels; • Is well organised and ensures that all logistics associated with the consultation process are addressed; and • Listens well and is receptive and encourages participation and mutual understanding. • Sets short term and longer term project plans and cascades it to the work team and individual performance objectives; • Conceptualizes options; 	<ul style="list-style-type: none"> • Ability to understand the change drivers, the complexities and contradictions associated with the change and provide clarity to those affected by change; • Understands the municipality' dynamics and establishes appropriate change management structures to facilitate efficient implementation; • Builds partnerships and positive working relationships with line management in the implementation of change; • Communicates change effectively and facilitates acceptance and buy-in of change initiatives, interventions and programs by all stakeholders in the municipality; • Implements the identified change interventions and 	<ul style="list-style-type: none"> • Organises and presents own perspective in logical manner; • Adapts communication contents to the audience; and • Uses terminology appropriate to the audience. • Professional in interaction with general public and stakeholders. 	<ul style="list-style-type: none"> • Willing to take on new challenges; • Relentlessly pursues project objectives; • Pushes self and motivates others for results; • Sets challenging goals • Displays a drive to do things better; and • Successfully completes projects with time and budget allocations. • Establishes a clear and compelling rationale for resolving conflict; • Able to diffuse disagreements that are impacting on performance; • Is seen as credible and an impartial facilitator; • Objectively views conflict from all sides; • Stays focussed on resolving the conflict and avoids personal issues and attacks; and • Presents and seeks practical, fair and equitable solutions or positive course of action. • Stays calm and focussed under pressure; and <input type="checkbox"/> • Shows emotional resilience and handles difficult situations effectively. 	<ul style="list-style-type: none"> • Provides a clear sense of purpose and focuses on successful completion of objectives; • Motivates teams to produce quality work within deadline; and • Inspires professional and ethical behaviour in others • Motivates subordinates to accomplish tasks and missions; • Influences others effectively using a number of techniques; and • Has credibility with staff • Diagnoses performance issues and determines appropriate developmental intervention to suit the individuals learning style; • Actively renews own personal and professional skills and applies them in a productive way in the work environment; <input type="checkbox"/> • Encourages self-

	<p>priorities within the municipality and builds capacity of line managers to implement strategic change in their functional areas; and</p> <ul style="list-style-type: none"> • 		<ul style="list-style-type: none"> • Understands own strengths and weaknesses and takes action to close knowledge / skills gap; • Learns from experience – does not repeat mistakes; • Remains abreast of changes in the industry; and • Promotes best practice. 	<p>reliance and allows staff to make and learn from mistakes; and</p> <ul style="list-style-type: none"> • Empowers others and distributes the workload appropriately. •
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KEY PERFORMANCE AREAS

- Checking the accuracy of details recorded on transactional documentation and updating work in progress information/ data on specific applications/ systems of the department.
- Filing completed work orders in alpha-numeric or chronological sequence and/ or retrieves files/ folders on request from departmental personnel
- Compiling a shortlist after the selection process
- Arrange interviews with selected delegates.
- Receive personnel requisition form from the Manager of the specific department and compile advertisement
- Sent advert to Manager or relevant person at the specific department as well as unions to obtain their approval and consent for the placement of the advert
- Assisting employees with applicable policies and procedures
- Providing information to the employees regarding the post's functionalities
- Attending meetings, recording discussions and preparing and circulating minutes to departmental personnel outlining agreed steps and actions.
- Addressing the public and staff in person, telephonically or in writing when dealing with queries related to housing loans
- Sent letter of appointment together with the relevant documentation to the employee (registration forms for pension and medical aid funds, tax and banking detail forms).
- Advise the salary division of any changes in employee's details
- Receiving information in terms of staff movements (new employees, termination of service, promotion or transfers) or applications for transfer to different funds
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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 hrapplications@kannaland.gov.za. Application forms can be obtained from the Municipal website at 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

