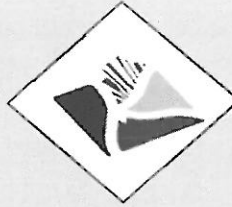


VACANCY VAKATURE



KANNALAND
MUNISIPALITEIT | MUNICIPALITY

INTERNAL & EXTERNAL CIRCULATION
(DIRECTORATE: CORPORATE SERVICES)
SENIOR HUMAN RESOURCE OFFICER

REFERENCE 80/2023

PERMANENT APPOINTMENT

Salary : R 360 068.16 – R 467 388.36 per annum (T12)
Additional benefits : Medical aid (optional), Pension, Housing allowance (qualifying requirements), 13th cheque

REQUIREMENTS

(Related proof / documentation must accompany application)

- 5 - 8 years' relevant experience required
- Knowledge of Basic Conditions of Employment Act, Labour Law, Skills Act, Equity Act, Compensation for Occupational Injuries and Diseases Act, 1993.
- A relevant 3 year tertiary qualification in Human Resources Management or related field.
- 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"> • Contributes to shaping the municipality's specific goals and priorities; • Aligns annual / quarterly plans with municipality goals and objectives; • Knowledge of the municipality's functional directorates and understands integration across these directorates; • In-depth knowledge of municipal legislation, policy, practice and code of conduct; and • Contributes HR related information toward addressing the municipality's service delivery challenges. • Adapts communication content and style and body language according to the audience; • Delivers messages in a manner that gains support, commitment and agreement; • Communicates controversial, sensitive messages to stakeholders tactfully; • Able to read situations, understand interests, positions taken and to respond appropriately; and • Able to secure, manage and design large scale interventions. • Develops integrated plans for the work unit and that interface with the department's budget; • Taps into the resources of other units and departments, employing methods such as cross functional 	<ul style="list-style-type: none"> • Plans, organises and leads the initiation and prioritization of change processes; • Able to implement complex change management programmes, minimising risk and resistance without unduly impacting on the performance of individuals and the municipality; • Displays intuition / understanding in identifying individuals, stakeholders or issues that may impact on the implementation of change processes; _ • Understands the change processes and facilitates the development of change management frameworks, methods, implementation plans and training of change agents; • Able to equip employees and line management with the tools to respond 	<ul style="list-style-type: none"> • Convinces others of ideas without suppressing their views; • Acknowledge merits in others arguments and to incorporate in proposals where it is warranted; and • Negotiates skilfully in tough situations with both internal and external stakeholders. • Structures written documents in a logical framework; • Captures complex issues clearly and concisely; • Conveys alternative viewpoints • Organises discussions in logical manner; and • Responds to questions accurately and completely • Engages effectively with general public; • Understands and articulates community needs; and • Responds to community expectations within financial, technical and 	<ul style="list-style-type: none"> • Inspires others through own actions and attitude to perform; • Holds self and others accountable for delivery on projects and goals; and • Sets challenging goals for self and for the team. • Takes positive action to resolve conflict in a way that addresses the issues, dissipates the conflict and maintains the relationships; • Ensures that all parties are aware of agreements and required actions when the issues are resolved; and • Educates others on how to deal with conflict. • Responds constructively to adverse situations and has calming influence on others; and • Plans and initiates new ways forward. • Networks within the industry; and • Encourages others to learn and share from mistakes and shares experiences • Deals promptly, and in the interest of the City, with situations where conflict of interest arises; 	<ul style="list-style-type: none"> • Monitors the management of multiple tasks and balances priorities and conflicts between tasks; • Moves others to action by translating objectives and goals into day-to-day activities; • Guides and motivates others to take actions that support the stated goals and objectives; and • Recognises and rewards those employees (within his discretionary authority) whose actions support the attainment of goals and objectives. • Ability to use a wide range of interpersonal styles and communication methods to gain agreement or acceptance on proposals; • Tactfully confronts and corrects others when necessary; • Demonstrates calm around adversity; and • Deals effectively with inter-personal conflict.

<p>teams, secondments, developmental assignments and collaborative funding to achieve results (Establishes Matrix Teams);</p> <ul style="list-style-type: none"> • Attends to and manages multiple tasks and details by focussing on key priorities and delegation to others; • Develops scenarios on projects; and • Assists others to plan and organise their work. 	<p>positively to the change; and</p> <ul style="list-style-type: none"> • Able to monitor the impact of change and take corrective action where necessary. 	<p>capacity constraints within the HR functionality</p>	<ul style="list-style-type: none"> • Presents ideas and beliefs in a manner which is consistent with the rules and regulations of the organisation / department; and • Acts decisively against corrupt and dishonest conduct. 	<ul style="list-style-type: none"> • Sets challenging tasks that stretches individuals abilities and self-confidence; • Able to understand the underlying causes for non or poor performance and to provide the appropriate support; • Actively involved in the retention and development of talent within the municipality; and • Monitors progress and gives individuals specific feedback on their performance.
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KEY PERFORMANCE AREAS

- Provide staff provisioning services: recruitment and selection, policies, systems, and procedures
- Implement / administer / monitor the Employment Equity Plan (EE)
- Administer staff establishment control system
- Determining staffing levels and recommending minimum job requirements/design and specifications for inclusion into job advertisements and to facilitate/manage job description writing and job evaluation processes and preparing motivations for the filling of vacancies to complement functional objectives and requirements
- Monitoring establishment records on the Human Resources database and seeks clarity/ supporting documentation on amendments effected by Human Resources personnel
- Developing, reviewing of all policies
- Arranging of workshops for workers & councillors on policies & legislation
- Administrate, implement and maintain Time and Attendance System
- To facilitate the establishment and functioning of the Employment Equity Consultative Forum
- Making available verified information to facilitate the organisational review and design process.
- Coordinating the job analyses and job descriptions writing process
- Administer conditions of service, benefits, memberships, leave and terminations
- Matters, Medical Aid Funds Matters, Group Life Insurance, Best Funeral Society Matters, UIF matters, upon appointments, termination of services.
- Administer housing loans to assist employees in obtaining housing.

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

