

EXTERNAL ADVERTISEMENT



EHLANZENI DISTRICT MUNICIPALITY
(AN EQUAL OPPORTUNITY EMPLOYER)
SITUATED IN NELSPRUIT IN THE MPUMALANGA PROVINCE

APPLICATIONS ARE INVITED FROM COMPETENT PERSONS TO FILL THE FOLLOWING POSITION:
(Previously disadvantaged individuals are encouraged to apply)

DEPARTMENT: CORPORATE SERVICES
SENIOR MANAGER HUMAN RESOURCES AND ADMINISTRATION (POST LEVEL 2)
(Ref: Sr Manager HR & Admin)

Remuneration: Annual salary R798 171.48 per annum plus
Housing subsidy, Pension, Medical Aid, Travelling Allowance
Appointment will be in accordance with the Conditions of Service of Ehlanzeni District Municipality.
The successful candidate will be required to sign a performance agreement annually.

Minimum Requirements: A relevant recognized Bachelor's degree in Human Resource Management/Public Administration/
Law/Labour Relations, preferably with a major in Human Resource Development/Labour Relations/Organisational Psychology or equivalent with at least 5 years' relevant experience of which 4
years at supervisory/managerial level. Computer literacy in Microsoft applications and a valid
driving license.

Knowledge and Competencies: Sound knowledge and skills in Human Resource Management and Administration, in particular Labour Relations, Recruitment and Selection, Skills Development, general Human Resource Administration, Occupational Health and Safety, Knowledge of Employee Health and Wellness Programmes, Organisational Design; Ability and experience of implementation of best practices; Proven knowledge of relevant general and specific legislation, policies and regulations; Proven experience and ability to manage change; Proven ability to operate within a structured matrix environment; Knowledge of Local Government Performance Management Systems, Council operations, IDP, SDBIP, SCM regulations; Proven leadership skills and ability to work in a team with management and exercise influence at a senior level.

Key performance areas: Reporting to the General Manager: Corporate Services the incumbent will be responsible for the following functions:
Strategic planning for the HR Unit. Researches and develops strategic and short-term plans for HR functionality; Directs and controls the Key Performance Indicators and outcomes of personnel within the HR Section. Budget Management of Section. Management of the Human Resource Management Unit in all aspects i.e HR administration, Procurement, maintenance and retention of staff, Remuneration, Employment relations, Employee Wellness, Occupational health and safety, Organisational design, work study and job evaluation, Training and development; Facilitate the management of discipline, grievances, incapacity and dispute resolution; Capacity building of line management and employees on employee/labour relations and legislation; Ensure, monitor and verify compliance with labour law. Foster constructive relations with trade unions; Manages and controls organisational change and development through the formulation of specific policies and procedures; Give support to the General Manager Corporate Services in providing strategic HR advice to Council and other Directorates to ensure best practice compliance; Oversee the supervision of the EDM facility management and provision of Council Administrative support services; Manages the scope and procedural administrative requirements and reporting deadlines associated with the functionality i.e SDBIP, Performance Management, Risk Management etc.

Closing date: 29 July 2022

N.B. The selection process will be influenced by the municipality's Employment Equity principles.
Shortlisted candidates will be subjected to suitability checks including qualifications, employment records, criminal records, company ownership/directorship and reference checks. Correspondence will be limited to shortlisted candidates only.
Application forms can be downloaded from the EDM website: www.ehlanzeni.gov.za. Completed Application form for Employment, CVs with certified copies of qualifications not older than 6 months WITH THE CORRECT REFERENCE ON THE EMAIL SUBJECT LINE must be scanned and emailed to recruitment@ehlanzeni.gov.za. No late or faxed applications will be considered..

Should you not receive a response within thirty (30) days from the closing date, please consider your application as unsuccessful.

The Municipal Manager
Ehlanzeni District Municipality
PO Box 3333, Mbombela, 1200

For further information contact the General Manager: Corporate Services on telephone No (013) 759 8637/8571.



Dr NP MAHLALELA
MUNICIPAL MANAGER

