



ADVERT

MANAGER: HUMAN RESOURCES

NOTICE NO:106 / 2022

Senqu Local Municipality, a category 2 municipality that incorporates Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw and the environs invites applications from all suitably qualified candidates for the position mentioned above.

***Remuneration: TASK GRADE 18 OF CATERGORY 2 LOCAL AUTHORITY
R 783 484.00 – R 1 017 049.00 PER ANNUM (excluding Council 's benefits) and the
successful individual will be also be required to enter into a performance
agreement***

JOB PURPOSE:

The Manager Human Resources will be responsible for planning, leading and managing key deliverables associated with human capital development and management such as recruitment and selection, induction, staff retention, training and development, employee wellness, terminations, conditions of service and payroll and benefits administration, Labour Relations; Organizational Design and Development; Occupational Health and Safety; Employee Wellness, Individual Performance Management System (IPMS), providing leadership to Sectional staff including managing own staff performance; giving inputs to all planning processes of the Municipality and ensuring compliance with all applicable policies and procedures .

MINIMUM ESSENTIAL REQUIREMENTS AND EXPERIENCE

- Grade 12, B Degree in Human Resources Management or Psychology as a major;
- Computer literacy;
- Five (5) years' experience in the related field, three (3) of which is at a supervisory level;
- Certificate in Municipal Finance Management (MFMP) or Certificate Programme in Management Development for Municipal Finance (CPMD) in line with minimum competency requirements as per Notice no R493 in Government Gazette 29967 of 15 June 2007 will be an added advantage; and
- Code B Driver's license.

KEY PERFORMANCE AREAS

- Giving inputs into the development of the Human Capital Strategy, developing the Human Resources Plan by mapping out organisational current and future Human Resources requirements taking into consideration operational needs, skill scarcity and retention capability as influential factors and reviewing it annually;
- Aligning Section 's operating capacity and capability with the Municipal objectives, providing leadership and direction to the Section function and evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments Business and Strategic Plans;
- Giving inputs into the Sectional Budget and managing the implementation of financial controls/ procedures and provides information to support financial planning;
- Managing and controlling the functionality of the recruitment, selection, payroll and benefit administration, retention and termination function;
- Leading the Occupational Health and Safety functionality by developing and reviewing OHS Plan, monitoring compliance thereto and providing advice and support pertaining to all OHS matters;
- Planning, developing, managing and controlling plans, policies and procedures associated with the Skills Development functionality;
- Planning, managing and controlling procedures and processes associated with maintaining employment and Labour Relations and implementing all disciplinary processes as and when required in line with the applicable Labour Relations legislative framework, SALGBC agreements and policy and procedures;
- Preparing and presenting reports detailing the status of Sectional issues for inclusion into Council/Committees agendas, management reports and other legislated reports;
- Planning, managing and controlling procedures and processes associated with maintaining employee wellness;
- Planning, managing and controlling processes and procedures associated with implementation of Individual Performance Management System (IPMS) within the Municipality;

- Planning, managing and controlling processes and procedures associated with organizational development such as reviewal of the organisational structure, leading and coordination the process of job description writing and ensuring that all job descriptions are evaluated through the prescribed processes;
- Providing leadership and direction to the Section function by providing on-the-job support, guidance and coaching after assessing performance and taking the appropriate steps to resolve the issues presented; and
- Compiling and updating all Human Resource related policies and researching and commenting on the legality of new and existing by-laws.

KEY COMPETENCIES REQUIRED FROM APPLICANTS

- Ability through a proven track record to craft and successfully execute departmental plans in line with the objectives of the broader organization;
- Proven attributes of integrity, honesty, maturity, courtesy, transparency and commitment to ensure progressive democratic and accountable governance that delivers sustainable and efficient services;
- Ability to effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives;
- Ability to maintain the high-quality standards while achieving desired outcomes and results;
- Ability to communicate and negotiate at all levels and with all stakeholders in government, civil society and in corporate; and
- Ability to lead and successfully implement projects and programmes.

APPLICABLE BENEFITS

- Medical Aid, Pension, Housing Subsidy, 13th Cheque and travel allowance.

The closing date for submission of applications is 04 November 2022 no late, emailed and faxed applications will be accepted. Application packs must reach us by 12 noon.

APPLICATION PROCESS

Any individual who wishes to apply for this position **must** complete and submit the Senqu Local Municipality application form obtainable from our website www.senqu.gov.za, together with a comprehensive Curriculum Vitae, certified copies of qualifications, ID and driver's license. An application pack which contains all the above-mentioned documents must be submitted to the under mentioned address.

This Council subscribes to the policies of Affirmative Action and Employment Equity and appointment will be made with these policy considerations.

Appointment will be subject to appropriate reference and qualification checks as well as security vetting.

Canvassing and/or lobbying of Councillors and officials will not be accepted and non-compliance thereof shall immediately disqualify an applicant.

Should you not receive communication from us within thirty (30) days after the closing date of this advertisement, please consider your application to be unsuccessful.

A successful candidate will be expected to sign a Performance Agreement.

Please note that Council reserves the right not to fill the position.

CONTACT PERSON

**All enquiries should be directed to the Director Corporate Services on -
telephone 051 603 1300/1316 during working hours or
koyanaz@senqu.gov.za**

**MR M.M YAWA
MUNICIPAL MANAGER
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**FILE NO: 4/3/2/1/2
06/10/2022**