



**A BETTER PLACE FOR ALL**

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### **ADVERTISEMENT**

#### **CORPORATE SERVICES DEPARTMENT**

**Position: Human Resource Officer (Task Grade 11)**

**Remuneration: R 269 397, 37 P. A Plus Normal Municipal Benefits**

#### **REQUIREMENTS:**

- Grade 12
- Degree/National Diploma in Human Resource / Public Management or any other relevant qualification.
- A minimum of 3 years relevant experience with Extensive Knowledge in Labour Relations.
- Computer Literacy.
- Valid Driver's Licence.
- Good communication skills in both isiZulu and English.
- Ability to interpret HR Policies and Applicable legislation.
- Ability to maintain confidentiality.
- Ability to write submissions, reports, conduct investigations and representing the employer at a disciplinary hearings.

#### **KEY PERFORMANCE AREAS:**

The successful candidates will be responsible for the following duties:

- Execute recruitment and selection of personnel.
- Assist in developing job descriptions and update the organizational structure.
- Draft job advertisement and obtain approval before publishing adverts internally and or externally.
- Administer and prepare for shortlisting, interviews, appointments, induction, probation and terminations of employment contracts.
- Administer and ensure that proper filing system for employees and councillors is maintained.
- Prepare and submit Returns of Earnings to department of Labour.
- Responsible for the administration of employee and councillor benefits - Leave, Pension, Medical Aid, Funeral Claims and Injury on Duty.
- Responsible for training and perform advisory function in the application of HR Policies and employee benefits.
- Prepare and provide relevant Human Resource reports to the Assistant HR Manager and serve as a secretary of all HR Committees and sub-committees.

- Conduct investigations on issues of staff misconducts and write investigation reports.
- Compile case bundles for the Unions, Presiding Officer, Prosecutor and the witness.
- Facilitate the grievances submitted in line with Local Government Collective Agreement
- Prepare the sittings of disciplinary hearings.
- Capacitate and advise Supervisors in dealing with employee misconducts and grievance procedures.
- Assist in the development of HR policies and procedure manuals.

**Enquiries: Mr SA Radebe 060 521 8374 \ (039) 833 1038 (During Office Hours 08:00 to 16:30)**

Please note: Applications must be submitted with a signed **Application Form** which can be found on our website [www.ndz.gov.za](http://www.ndz.gov.za) accompanied by Curriculum Vitae with three references, certified copies of your academic qualifications, ID and Driver's license,

**NB: PLEASE NOTE: No faxed, emails or late applications will be accepted.** Correspondence will only be entered into with short-listed candidates, should you not receive correspondence within one month of closing date, please consider your application as unsuccessful.

The Municipality reserves the right not to make any appointment.

**Please forward your application to Mr. N C Vezi, the Municipal Manager, Dr Nkosazana Dlamini-Zuma Local Municipality, P.O Box 62, Creighton, 3263 or Hand-deliver to: Municipality Building, Main Street, Creighton 3263 or 32 Arbuckle Street, Himeville, 3256 (During office hours from 08h00 to 16h30).**

**CLOSING DATE: 19<sup>th</sup> November 2021 AT 16:00 PM**

*Dr Nkosazana Dlamini-Zuma Municipality is an equal opportunity and Affirmative Action employer. We are committed to the achievement of diversity, equity and maintenance of representativity in terms of race, gender and disability. This is an Employment Equity targeted position and preference will be given to Indians, Coloureds, White Females and persons with disabilities.*

  
**N C VEZI**  
**MUNICIPAL MANAGER**

***A Better Place for All***

