



A BETTER PLACE FOR ALL

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EXTENAL ADVERT

Dr. Nkosazana Dlamini Zuma Local Municipality hereby invites applications from qualified and experienced individuals for appointment to the following positions.

DEPARTMENT

CORPORATE SUPPORT SERVICES

VACANCY 01 REMUNERATION

HUMAN RESOURCE MANAGEMENT OFFICER (T.G 11) R 282 597.83 P. A Plus Normal Municipal Benefits

REQUIREMENTS:

- National Senior Certificate (grade 12).
- Degree/National Diploma in Human Resource / Public Management or any other relevant qualification.
- A Minimum of 2-3 years relevant experience with Extensive knowledge of the application of Labour Relations Act.
- Computer literate Ms Word / Excel, and PowerPoint
- Good communication skills in both isiZulu and English.
- Valid Driver's Licence.
- Ability to interpret HR Policies and applicable Legislation.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Execute the internal and external recruitment and selection of job candidates.
- Participate in developing job descriptions.
- Draft job advertisements and obtain approval before publishing adverts.
- Administer and ensure that a proper filing system for all employees and councillors is maintained.
- Prepare and submit Returns of Earnings to the Department of Labour.
- Responsible for the administration of employee and councillor benefits packages.
- Prepare and provide relevant Human Resource reports to the Assistant HR Manager and Serve as a secretary to all HR Committees, sub-committees.

- Conduct investigations on issues of staff misconduct and write investigation reports.
- Prepare the sittings of disciplinary hearings.
- Assist in the development of HR policies and procedure manuals
- Coordinate IPMS in the municipality.
- Facilitate the sitting of the LLF and all other related committees

VACANCY 2 Skills Development Practitioner (T.G 11)
REMUNERATION R 282 597.83 P. A Plus Normal Municipal Benefits

REQUIREMENTS:

- National Senior Certificate (grade 12).
- Degree/National Diploma in Human Resource / Public Management or any other relevant qualification.
- A Minimum of 2-3 years relevant experience
- Computer literate Ms Word / Excel, and Power Point
- Good communication skills in both isiZulu and English.
- Valid Driver's Licence.
- Ability to interpret HR Policies and applicable Legislation.

KEY PERFORMANCE AREAS:

The successful candidates will be responsible for the following duties:

- Presenting qualitative and quantitative information on the status of skills development initiatives, strengths, and weaknesses of the current intervention, opportunities, and available recommendations to support skills development.
- Maintaining and updating information with respect to training needs and training attended.
- Participating in forums related to the skills development of employees involving sector education, DHRD, and other stakeholder Forums
- Conduct annual skills audits and develop of the annual skills plan in the required format.
- Preparing and circulating skills audit questionnaires for completion detailing current skill level, developmental requirements, and career aspirations.
- Scheduling and confirming training dates, times and other related information to employees or Councillors.
- Compiling and updating statistical information with respect to training completed, attendance levels and targets achieved.
- Drafting and reporting on the Employment Equity plan.

Enquiries: Mr S.A. Radebe 060 521 8374 \ (039) 833 1038 (During Office Hours 08:00am to 16:00 pm)

Please note: Applications must be submitted with a signed **Application Form** which can be found on our website **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 after the 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: 18th November 2022 AT 16:00PM

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 representation in terms of race, gender and disability.




MR. N C VEZI
MUNICIPAL MANAGER

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