



Comprised by Mooiplaas, Qumrha, Chintsa East, Haga Haga, Morgans Bay, and Kei Mouth Towns, with its Headquarters in Qumrha.

VACANCY / UMSEBENZI / BETREKKINGS

The Municipality is looking for a highly motivated, result orientated, and experienced individuals to fill the following position:

CORPORATE SERVICES DEPARTMENT

Division : Human Resource and Administration
Position : Human Resource and Administration Manager
Task Grade : Task Grade 17
Remuneration : R 716 243.00 per Annum (Excluding Normal Council
: Benefits)
Duration : Permanent

MINIMUM REQUIREMENTS:

- Grade 12 Matric Certificate
- Diploma in Human Resource Management at NQF Level 6 or Higher Certificate in Human Resources /
- Bachelor's Degree in Human Resources Management / Public Administration
- Minimum of Five (5) years related working experience in the public sector of which three (3) to be at Municipal HR Managerial or Supervisor Level
- Certificate in Municipal Finance Management Programme (MFMP) or formerly CPMD (added advantage)
- Experience in dealing with both Councilors, Management and staff at all levels
- Manage the Human Resources and Administration Unit and advising management on all aspects of people management and development.
- Understanding, interpretation and application of Labor Relations Act, Employment Equity Act, Skills Development Act, Basic Condition of Employment Act and Collective Agreements at the Municipal level
- Good Interpersonal skills and ability to communicate at all levels (Oral / Verbal & Written)
- Code EB Driver's License.

1. Key Performance Areas (KPA's):

- Leading and managing the human resource and administration personnel to deliver comprehensive HR and Admin services.
- Ensuring Sound Employer & Employee relations, coordinate and management of DC matters).

- Study legislation, arbitration decisions, employment contracts, collective agreement to assess the
- municipal trends and advice management accordingly
- Measure employee satisfaction and identifying areas that require improvement.
- Monitor the training and development programmes, in conjunction with the HR personnel
- Ensure that all municipal policies and procedures are up to-date and in line with relevant legislation.
- Provide current and prospective employees with information about policies, job descriptions, job evaluations and general basic working conditions.
- Plan, supervise, coordinate and manager work activities of the subordinate staff at HR and
- Administration, schedule and assign employees, follow up on work results.
- Cooperate with and provide advice to the Director & Management on issues of HR and Administration.
- Identifies and defines the immediate, short and long term objectives and plans associated with Section
- Manages and controls functionality of the recruitment, selection, benefit administration, termination function and develops long and medium term plans/objectives, specific policies and procedures
- Manage, Planning and coordinating Employee Assistance Programme
- Planning, managing and controlling plans, policies and procedures associated with the Skills Development functionally
- Developing Employment Equity Plan to provide guidance on measures and barriers to employment equity
- Monitors, consult and provide advice and consult on matters pertaining health and safety and Compensation for Occupational Injuries and Diseases Act (COIDA) matters
- Plans, manages and control processes and procedure to follow on development and alignment of organisational structure
- Manages the scope and procedural administrative requirements and reporting deadlines associated with the functionality
- Manages the implementation of financial controls/procedures and provides information to support financial planning sequences
- Implements individual performance management system based on Service Delivery Budget and Implementation Plan
- Manages and controls key deliverables related to employee benefits and payroll activities
- Participating in the development process of the Integrated Development Plan (IDP) and commenting on the applicability of specific operational key performance indicators.
- Participating in the development of the Service Delivery and Budget Implementation Plan (SDBIP) for the section to ensure that the planning is aligned to the Institutional Development Department's strategic objectives and priorities.
- Monitoring the administrative activities associated with preparations of documents and correspondences for circulation to council members in with council rules of order.
- Managing the provision of secretarial support to Council and Council Committees in accordance to the rules and orders
- Verifying that minutes of previous meetings are presented to the Chairpersons and confirmed.
- Distributing Council & Committee resolutions taken to all directors for implementation.

- Submitting resolutions to the Municipal Manager for presentation to Management and signing off.
- Compiling and submitting reports as appropriate for Council & Council Committees,
- Producing monthly budget and operational performance reports
- Following up on the implementation of resolutions by various departments
- Managing and controlling the capital and operational budget of the section to ensure effective and efficient functioning within budgetary constraints of Council.
- Analysing trends and operational requirements relating to administration section for the preparation of capital and operating plans in order to determine funding for the financial year.
- Recommending and implementing corrective measures to rectify deviations contrary to budgetary provisions.
- Monitoring section payment vouchers and requisitions as delegated.
- Preparing and presenting reports to the immediate superior detailing the status of expenditure and availability of funds for current and short-term interventions.
- Developing and reviewing a file plan that is simple and easy to use by compiling this in line with guidelines from National Archives.
- Monitoring the records register and actual records received and archived
- Monitoring the file closing activities for documents awaiting transfer and disposal
- Consulting with internal stakeholders on institutional records due for disposal.
- Recommending the institutional disposal of records to the immediate superior for further processing
- Controlling the overall activities relevant to registry office
- Establishing and maintaining standard operating procedures for cleaning and develop new procedure to increase efficiency of labour and product use
- Managing and overseeing that office cleaners are rendering a service that is prompt to all departments and council.
- Developing a work schedule and arrange for replacement in case of absence.
- Managing the purchasing, issuing and utilisation of cleaning material and equipment to office cleaners.
- Monitoring and controlling the procedural applications within the house keeping operations.

Division : Human Resources Department
Position : Labour Relations & Recruitment Practitioner
Task Grade : Task Grade 13
Remuneration : R405 414.00 per Annum (Excluding Normal Council
: Benefits)
Duration : Permanent

MINIMUM REQUIREMENTS:

- Grade 12
- National Diploma in Human Resource/ Labour Relations /
- B. Degree in Labor Relations / Labour Law / Human Resources (added advantage)
- Three (3) to Five (5) years' local government experience within Labor relations / Human Resources environment
- Code 8 Driver's Licence (is a must)
- Computer Literacy

- Experience within Local Government environment will be an advantage;
- Ability to work under pressure, required to handle confidential information

KEY PERFORMANCE AREAS: INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- Promote effective labour relations within the organization by ensuring that there is conformity with legislation policies in order to facilitate effective implementation.
- Schedule regular LLF meetings.
- Liaising with both SALGA and SALGBC on behalf of the municipality regarding labour relations matters.
- Provide coaching and advice to all parties involved in a disciplinary hearing.
- Conduct investigations regarding all issues that may have resulted in disciplinary enquiries.
- Preparing self and/ or witnesses for any instances in which it is required that giving evidence/ presenting a case at the CCMA is required
- Compiles reports on all LR related statistics such as absenteeism, grievances, disciplinary enquiries and the like by accessing required data and presenting this in the required report format.
- File all documentation from disciplinary enquiries i as per the appropriate document management system.
- Provides all parties/ stakeholders at a hearing with copies of all outcomes (findings and sanctions) by receiving these from the Chairperson
- Provides administrative support to all line managers and stakeholders regarding the manner in which a disciplinary enquiry is required to be held by engaging in the following activities so that all aspects of procedural and substantive fairness are met.a
- Provides all parties with all required documentation required for use during/ prior/ after the disciplinary enquiry.
- Provides assistance to all directorates in their ability to fulfill the prescriptions of the recruitment and selection policy.
- Conducts all Recruitment and Selection processes for the Municipality
- Advertises in the appropriate media after drawing up the advertisement;
- Ensures that the interviews are arranged according to a specific date, time and venue and ensures that the interviewees are appropriately advised
- Facilitates the formal appointment as per the recommendation of the interviewing panel;
- Compiles and submits a report as per the recommendations of the panel and the recommendation to the Admin & HR Manager for confirmation/approval;
- Assists Council with placements /appointments that might be contentious, by ensuring that the correct policies and procedures have been applied as per Affirmative Action and Employment Equity policies and thereby being able to justify the appointments made;
- Provide an induction programme to all newly appointed staff, by compiling and presenting such detail to the new recruit, so as to ensure that they become comfortable and productive within the organization within the shortest time possible;

FURTHER INSTRUCTIONS TO THE CANDIDATES

The Municipality subscribes to the principles of employment equity. People with disabilities are encouraged to apply.

Interested Suitably qualified Candidates are to submit an application Letter, complete Curriculum Vitae, and certified copies of certificates of qualifications, SA ID copy and Driver's License

Applicants not contacted within 30 days of the closing date must consider their applications as unsuccessful. The Great Kei Municipality reserves the right not to make an appointment.

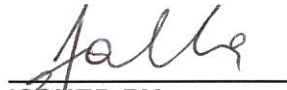
Applications must be submitted to:

**Director Corporate Services: Attention Mr. B.T. Douglas
Great Kei Municipality, Private Bag X 2, Qumrha, 4950
OR 17 Main Road.
Qumrha, 4950.**

**For enquiries you can contact the Human Resources Practitioner: Ms. N. Mzimba
043 831 5700/ 5736 OR 073 001 1098 during office hours**

E- Mailed or Faxed applications will not be considered.

Closing date for the applications: 24 October 2024 at 16h30 pm



**ISSUED BY:
MR. L.N. MAMBILA
MUNICIPAL MANAGER**

11 October 2024
DATE