



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

## **INTERNAL VACANT POSITION**

The Municipality is looking for a highly motivated; results oriented, suitably qualified, and experienced individual to fill the following vacant position:

### **CORPORATE SERVICES**

**Division** : Human Resources  
**Position** : HR Officer  
**Task Grade** : Task Grade 10  
**Salary** : R 287 736.60 per annum (Excluding Normal Council Benefits)  
**Duration** : Permanent

### **MINIMUM REQUIREMENTS**

- Grade 12
- National Diploma/ Bachelor's Degree in Human Resource Management
- 3 years' experience in local government Human Resource Management
- Human Resource Management Information System Certificate will be an added advantage
- Valid Code B driving licence.

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

- Maintaining, updating, and securing digital and physical employee files (attendance, leave records, contracts, and tax documentation).
- Facilitating the finance/payroll team by tracking monthly attendance data, overtime, bonuses, and leave balances.
- Monitoring offboarding procedures, including conducting exit interviews and processing resignation paperwork
- Compile periodic HR metrics and status reports
- Induction of new employees on benefits and HR related policies
- Coordination of monthly Payroll preparation and reconciliation

**FUTHER INSTRUCTIONS TO THE CANDIDATES**

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

Interested qualified Candidates are to submit Applications using the Great Kei Municipality application form ([www.greatkeilm.gov.za](http://www.greatkeilm.gov.za)), 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.

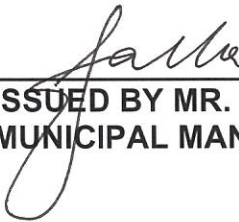
**Applications must be submitted to:**

**The Director Corporate Services: Attention Mr. BT. Douglas  
Great Kei Municipality, Private Bag X2, QUMRHA, 4950  
OR 17 Main Road.  
QUMRHA, 4950.**

**For enquiries you can contact the Manager HR & Administration: Ms. T. Mgweba at  
043 831 5735/5737 during office hours.**

**E- Mailed or Faxed applications will not be considered.**

**Closing date for the applications: 11 June 2026 at 16h00**

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

04/06/2026  
**DATE**