



JOZINI MUNICIPALITY

(KZ 272)

Private bag X028, Jozini, 3969 Circle Street, Bottom Town, Jozini
Tel: (035)5721292 Email: tbuthelezi@jozini.org.za Fax: (035)5721266

The Jozini Municipality is an equally opportunity employer and subscribes to an affirmative action programme, which is non-sexist discriminatory and based on merit, by the following positions, the Jozini Municipality is seeking for dynamic individuals to assist the Municipality in achieving its objectives.

MANAGER: HUMAN RESOURCES AND SKILLS DEVELOPMENT

Salary scale: R350 467 p.a (Total cost to employer package incl. car allowance)

REF : 046

Fringe benefits: 13th cheque, group life, medical aid scheme, pension/provident fund and housing subsidy

Key Requirements:

- A three year Diploma or Degree in Human Resources Management or equivalent qualification with HR as a major subject, with a minimum of 5 years extensive experience in Human Resources Management.
- Knowledge and ability to implement all major Labour –related legislations, Local Government Collective Agreements and Human Resources policies
- Proficiency in MS Office and intermediate skills level in Microsoft Word experience within Local Government will be an added advantage
- Excellent communication and good leadership skills
- Minimum Code 08 drivers licence

Responsibilities

- Manage the effective implementation of Human Resources Strategy which includes strategic and leadership
- Manage and ensure the sound labour relations in the Municipality
- Manage employee's well being in the Municipality
- Establish job descriptions that reflect the existing positions and develop new job descriptions for newly defined posts

- Manage the programmes and processes that promote organizational development and job evaluation
- Provide advice and support to other departments on Human Resources Management matters
- Advising employees on conditions of service by ensuring the implementation of Human Resources Policies
- Conduct the exit interviews in order to identify problem areas and advise the Director accordingly
- Monitoring and reporting on HR trends(absenteeism, overtime) and report accordingly in order to bring these trends under control
- Develop the annual recruitment programme and manage the recruitment, selection and interviewing process
- Manage the budget of Human Resources Section
- Compiling reports on personnel related items and seek approval prior to forwarding to the relevant Portfolio Committee
- Writing of agenda items and providing HR comments on item submitted to Committees
- Ensure development and implementation of customer service programme(Batho Pele Principles)
- Manage Labour Relations and Skills Development matters

Enquiries can be directed to: Human Resources on 035-5721292 during office hours (8h00 to 16h30)

Applications should be accompanied by comprehensive CV and covering letter together with certified copies of qualifications, licence and ID copy.

The applications must be handed or posted to: Jozini Municipality, Human Resources, Private Bag x028, Jozini, 3969

Faxed and emailed applications will not be accepted

People with disabilities are encouraged to apply

Note: Applications with no reference will be disqualified. Should you not hear from us in 30 days after closing date, consider yourself as unsuccessful.