

Mossel Bay Municipality invites persons to apply for the undermentioned vacancy and is an employer committed to equal employment.

Personnel Officer (Administration)

**Salary scale: R187 380 - R201 876 per annum
(plus non-pensionable allowance of
R4 248 - R4 572 per annum)**

Requirements: • National Diploma in Human Resources Management or equivalent with 2 years' relevant experience or Grade 12 with 8 years' experience in a Human Resources division • Good interpersonal and communication skills • Ability to work independently • Computer literacy • Fluent in 2 of the 3 official languages of the Western Cape • Code B driver's licence.

Key performance areas: • Administrate ill-health claims, death claims, funeral claims, housing subsidy and agreements of employees • Compile reports on specific personnel-related items • Maintain and update personnel information with respect to changes in employment/personal status • Maintain and update Human Resource policies • Process/update the Human Resources Information System • Conduct exit interviews with employees leaving the Council • Receive and reference applications from prospective candidates, check and confirm references and related information • Schedule and confirm the date of the interview and inform representatives and applicants accordingly • Induction of all new employees • Arrange and provide support in respect of the Corporate Services Committee, Selection Committee and Local Labour Forum • Prepare notices/agendas and circulate to specific officials and representatives • Prepare and submit the minutes of meetings • Supervise staff • Supervise leave administration.

Closing date: 18 September 2009.

Applications in writing on the official application form and accompanied by a comprehensive CV and original certified copies of proof of qualifications, which will be regarded as confidential, must be directed to: The Head Human Resources, PO Box 25, Mossel Bay 6500. Further details are obtainable from Ms G Meiring and Ms H Messier at tel. (044) 606-5000.

For equity purposes please indicate your race, gender and disability status.

If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.

The Mossel Bay Municipality is committed to comply with the requirements of the Employment Equity Act, No 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

**Dr M Gratz
Municipal Manager**

EXPLORE ENDLESS HORIZONS

**MOSELBAAI
MUNISIPALITEIT**



**MOSELBAY
MUNICIPALITY**

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