

MOSSEL BAY MUNICIPALITY
Mossel Bay Municipality, an employer committed to equal employment, invites persons
to apply for the undermentioned vacancy

HUMAN RESOURCES OFFICER:
ADMINISTRATION & BENEFITS
(CORPORATE SERVICES)

MOSSEL BAY

PERMANENT APPOINTMENT

(APPLICANTS RESIDING WITHIN THE WESTERN CAPE WILL RECEIVE PREFERENCE)

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Relevant 3-year tertiary qualification (minimum NQF Level 6) in Human Resources Management or related field
- Minimum of two (2) to five (5) years' relevant experience
- Valid Code B driver's license (manual vehicle)
- Computer literate (MS Office applications)
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Knowledge of the following Acts: Basic Conditions of Employment, Employment Equity, Skills Development, Compensation for Occupational Injuries and Diseases, Labour Relations
- Able to work after hours and travel to meeting venues as required

PREFERRED REQUIREMENTS

- Supervisory experience in an HR environment

COMPETENCIES REQUIRED

Core Professional Competencies:

- Thorough knowledge of subject matter and able to communicate at various levels
- Ability to set short- and longer-term plans and cascades it to the work team and individual performance objectives
- Ability to consistently attain targets and goals as planned and to deliver activities and plans as scheduled
- Ability to provide guidance to the team on goals and objectives of the function
- Sound report writing and written communication skills

Functional Competencies:

- Ability to develop standard operating procedures for systems and processes
- Ability to provide professional oversight and guidance with regards to HR Policies and procedures
- Ability to identify performance issues of subordinates and determines appropriate developmental intervention

Public Service Orientation:

- Ability to engage effectively with internal and external stakeholders on various levels and to use terminology and communication content appropriate to audience

Personal Competencies:

- Shows emotional resilience and handles difficult situations effectively
- Able to identify solutions to complex problems and to honour confidentiality

KEY PERFORMANCE AREAS

- Administer conditions of service, employee benefits, memberships, leave, terminations, ill-health and attendance of staff
- Stay abreast with related legislation and ensure alignment of functional areas with applicable legislation
- Performance management and monitoring of subordinate staff
- Attend to pension fund, medical aid, group life insurance and UIF matters
- Control filing and storage of personnel files
- Investigate matters of incapacity and recommend appropriate remedies
- Provide routine information to employees on medical aid funds and liaise with fund administrators regarding rules/explanations
- Ensure that the leave administration process is in place by conducting monthly audits
- Supervise and allocate work to subordinates
- Oversee the administration of termination of employees and changes to personnel information
- Develop and review policies, serve on related committees, and conduct workshops for employees and councillors
- Induction of new employees
- Collate and prepare qualitative and quantitative information for inclusion into specific statutory reports
- Manage the time and attendance system of the Municipality
- Informal and formal reporting
- Interact diplomatically with various stakeholders by means of written, electronic, telephonic and direct correspondence.

SALARY SCALE: All-inclusive total package of ± R414 855.46 – R528 892.95 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R296 202.00 – R384 467.04 per annum (T11)

CLOSING DATE: **17 JUNE 2022**
(No applications received after 13h00 will be accepted)

GENERAL:

- Shortlisted candidates may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- ***Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant.***
- **Applications in writing on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, must be directed to: The Senior Manager Human Resources, P O Box 25, Mossel Bay, 6500. Alternatively, **electronic applications accompanied by the official application form and a comprehensive CV may be e-mailed to admin@mosselbay.gov.za**. These conditions are compulsory and **failing to comply will automatically lead to disqualification of the applicant.**
- Application forms are available on the Municipal website (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- Original certified copies of proof of qualifications and other required documentation must accompany the CV and application form.
- Shortlisted candidates who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- For equity purposes please indicate your race, gender and disability status on the application form.
- Further details are obtainable from Ms N De Wet or Ms J Ruiters at telephone number (044) - 6065000.
- 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 to the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

MR. C PUREN
MUNICIPAL MANAGER

MENSLIKE HULPBRONNE BEAMPTE:
ADMINISTRASIE & VOORDELE
(KORPORATIEWE DIENSTE)

MOSSELBAAI

PERMANENTE AANSTELLING

(AANSOEKERS WOONAGTIG BINNE DIE WES-KAAP SAL VOORKEUR GENIET)

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Relevante 3-jaar tersiêre kwalifikasie (minimum NKR Vlak 6) in Menslike Hulpbronbestuur of verwante veld
- Minimum twee (2) tot vyf (5) jaar relevante ondervinding
- Geldige Kode B bestuurderslisensie (handrat voertuig)
- Rekenaargeletterd (MS Office toepassings)
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap
- Kennis van die volgende Wette: Basiese Diensvoorwaardes, Gelykheidsindiensneming, Vaardighedsontwikkeling, Vergoeding vir Arbeidsbeserings en Siektes, Arbeidsverhoudinge
- In staat om na-ure te werk en te reis na vergaderingslokale soos benodig

VOORKEURVEREISTES

- Toesighouding ondervinding in 'n MH omgewing

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdheide:

- Deeglike kennis van onderwerpsinhoud en instaat om op verskeie vlakke te kommunikeer
- Vermoë om kort- en langtermyn planne te stel en dit aan die werkspan en individuele prestasie objektiewe uit te rol
- Vermoë om teikens en doelwitte deurlopend te bereik soos beplan en aktiwiteite en planne te lewer soos geskeduleer
- Vermoë om leiding aan die span te verleen op doelwitte en objektiewe van die funksie
- Sterk verslagskryf en geskrewe kommunikasievaardighede

Funksionele Bevoegdheide:

- Vermoë om standaard werkspesies vir stelsels en prosesse te ontwikkel
- Vermoë om professionele oorsig en leiding met betrekking tot MH Beleide en spesies te voorsien
- Vermoë om prestasiekwessies van ondergeskiktes te identifiseer en toepaslike ontwikkelingsintervensie te bepaal

Publieke Diens Oriëntasie:

- Vermoë om effektief met interne en eksterne belanghebbendes op verskeie vlakke te skakel en terminologie en kommunikasie inhoud wat toepaslik tot die gehoor is, te gebruik

Persoonlike Bevoegdhe:

- Vertoon emosionele veerkragtigheid en hanteer moeilike situasies effektief
- Vermoë om oplossings vir komplekse probleme te identifiseer en vertroulikheid te respekteer

SLEUTEL PRESTASIEAREAS

- Administreer diensvoorwaardes, werknemervoordele, lidmaatskap, verlof, beeindiging van diens, swak gesondheid en personeelbywoning
- Bly op hoogte met verwante wetgewing en verseker belyning van funksionele areas met toepaslike wetgewing
- Prestasiebestuur en monitering van ondergeskikte personeel
- Skenk aandag aan pensioenfonds, mediese fonds, groeplewensversekering en WVF aangeleenthede
- Beheer liassering en berging van personeellêers
- Onderzoek ongeskiktheid en aanbeveling van toepaslike remediërende aksies
- Voorsien roetine inligting aan werknemers oor mediese fondse en skakel met fondse administrateurs met betrekking tot reëls/verduidelikings
- Verseker dat die verlof administrasie-proses in plek is deur uitvoering van maandelikse audits
- Toesighouding en allokeer werk aan ondergeskiktes
- Toesig oor die administrasie van beëindiging van diens van werknemers en veranderinge aan personeel inligting
- Ontwikkel en hersien beleide, dien op verwante komitees, en hou van werkswinkels vir werknemers en raadslede
- Induksie van nuwe werknemers
- Versamel en voorbereiding van kwalitatiewe en kwantitatiewe inligting vir insluiting by spesifieke statutêre verslae
- Bestuur die tyd en bywoningstelsel van die Munisipaliteit
- Formele en informele verslagdoening
- Diplomatieuse interaksie met verskeie belanghebbendes deur geskrewe, elektroniese, telefoniese en direkte korrespondensie.

SALARISSKAAL:

Alles-insluitende totale pakket van ± R414 855.46 – R528 892.95 per jaar. Voordele bv. mediese fondsskema, pensioenfonds, groeplewensskema, 13de tje ingesluit.

BASIESE SALARIS:

R296 202.00 – R384 467.04 per jaar (T11)

SLUITINGSDATUM:

17 JUNIE 2022

(Geen aansoeke ontvang na 13h00 sal aanvaar word nie)

ALGEMEEN:

- Kortlyskandidate mag onderwerp word en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- **Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod deur die Munisipaliteit gemaak word aan, en deur die aansoeker aanvaar is nie.**
- **Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV** wat as vertroulik beskou sal word, moet gerig word aan: Die Senior Bestuurder: Menslike Hulpbronne, Posbus 25, Mosselbaai 6500. **Alternatiewelik kan elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV per e-pos gestuur word aan admin@mosselbay.gov.za.** Hierdie voorwaardes is verpligtend en **versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.**
- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersone hieronder genoem.
- Oorspronklike gesertifiseerde kopie van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- Kortlyskandidate wie elektronies aansoek gedoen het moet die **oorspronklike** gesertifiseerde kopie van kwalifikasies en ander vereiste dokumentasie op of voor die datum van die praktiese toets voorsien.
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremdheidstatus aan.
- Verdere besonderhede is verkrygbaar by Me N de Wet of Me J Ruiters by telefoonnommer (044) - 6065000.

- Indien aansoekers nie binne 40 dae na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
- Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Diensbillikheid, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone.

MNR. C PUREN
MUNISIPALE BESTUURDER

UMASIPALA WASEMOSEL BHAYI

UMasipala waseMossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulingana umema abantu ukuba benze izicelo zesi sithuba silandelayo

IGOSA LEMITHOMBO YONCEDO LOLUNTU: ULAWULO NAMAQITHI- QITHI / IZIBONELELO ZABAQESHA (IINKONZO EZIDITYANISIWEYO ZOSHISHINO)

EMOSSEL BHAYI INGQESHO ESISIGXINA

(ABENZI-ZICELO ABAHLALA PHAKATHI ENTSHONA-KAPA BAYAKUQWALASELWA KUQALA)

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Isiqu seMfundo Ephakamileyo seminyaka emithathu (3) (ubuncinane iNqanaba lika NQF 6) kuLawulo lweMithombo Yoncedo Loluntu okanye umsebenzi okwinqanaba elifanayo
- Ubuncinane iminyaka emibini (2) ukuya kwemihlanu (5) amava angqamene nalo msebenzi
- Iimphepha-mvume zokuqhuba zeNqanaba B(kwisithuthi esitshintshwayo)
- Ulwazi ngeNgqondo-mtshini i(Khompuyutha) linkqubo zika – MS Office}
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ulwazi lwale Mithetho ilandelayo: ImiQathango eSisiseko yeNgqesho, iNgqesho Ngokulinganayo, Uphuhliso Lwezakhono, iNtlawulo Yomonzakalo eNgqeshweni kunye neZifo, Ubudlelwane nabaSebenzi
- Ube ungakwazi ukusebenza emva kweeyure zomsebenzi kwaye uhambele kwiindawo ezineentlanganiso xa kuyimfuneko.

IIMFUNO EZIKHETHEKILEYO:

- Amava okuphatha kumsebenzi wakwa HR

UKULINDELEKE UKUBA UKWAZI UKUKWENZA

Ugqibelelo olungangqa-phambili Lolwazi:

- Ulwazi oluphangaleleyo kwimibandela ephantsi kwengxoxo kwaye ube uyakwazi ukunxibelelana ngokwamabakala awohlukeneyo
- Ubuganga bokukwazi ukumisela izicwangciso zexesha elifutshane nelide kwaye uzicacise kubaqesha beqela lakho kwakunye nezijoliselo zokusebenza zomntu ngamnye
- Ube uyakwazi ukufikelela kwizigqaliselo ngendlela elandelelanayo kunye nezijoliselo kwanokunikezela izicwangciso ngendlela ecwangcisiweyo
- Ube uyakwazi ukunikezela umkhomba-ndlela kwiqela lakho malunga nezijoliselo kunye nesigqaliselo zomsebenzi
- Izakhono ezigqibeleleyo zokubhala ingxelo kwanezakhono ezihle zokubhala

Ugqibelelo ngokungqamene nomsebenzi:

- Ube uyakwazi ukuphuhlisa iinkqubo ezisemgangathweni zokusebenza malunga neenkqubo

- Ube uyakwazi ukunikezela uphononongo olugqibeleleyo kwanezikhokelo malunga nemigaqo-nkqubo yakwa HR kunye neenkqubo zakhona
- Ube uyakwazi ukutyumba ngokubonakalisa imibandela engqamene nomsebenzi kwabo baphantsi kwakho kwaye umisele iinkqubo ezichanekileyo zongenelelo

Uqhelwaniso neNkonzo kaRhulumente:

- Ube uyakwazi ukuqhagamshelana ngokufezekileyo kunye nabo babandakanyekayo ngaphakathi engqeshweni nangaphandle ngokwamabakala awohlukeneyo kwaye usebenzisa ulwimi nonxibelelwano olufanelekileyo kubantu abaninzi

Ubuchule obulindelekileyo emntwini-buqu:

- Ukubonakalisa ukomelela ngokwemvakalelo kwanokusombulula iimeko ezinzima ngokufezekileyo
- Ube uyakwazi ukuchonga nokubona izisombululo kwiingxaki ezinzima kwanokuhlonipha eziyimfihlo..

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulawula imiqathango yengqesho, izibonelelo zabaqeshwa, ubulungu, ikhefu, ukuphelisa ingqesho, ukugula kwanendlela yokuphangela kwabaqeshwa
- Ukuba semoyeni malunga nemithetho emitsha kwanokuqinisekisa ukungqamelana kwemimandla yomsebenzi ngokungqamene nomthetho
- Ulawulo lomgangatho womsebenzi kwanokuphonononga abaqeshi abaphantsi kwakho
- Ukuqwalasela ingxowa yomhlala-phantsi, eyoncedo lonyango, eye-inshorensi yomqeshi, eyomngcwabo kunye nemibandela ye-UIF
- Ukulawula inkqubo yokufayilisha nokugcina iifayile zabaqeshwa
- Ukuphanda imibandela yokungabikho mgangathweni kwanokwenza izindululo zezisombululo ezichanekileyo
- Ukunikezela ulwazi kubaqeshwa malunga nengxowa yoncedo lonyango kwanokuthetha-thethana nabalawuli malunga nemigaqo/iingcaciso
- Ukuqinisekisa ukuba inkqubo yekhefu isemgaqweni ngokubamba iiseshoni zophicotho rhoqo ngenyanga
- Ukulawulo nokunikezela imisebenzi kubaqeshwa abaphantsi kwakho
- Ukuqwalasela ulawulo lokupheliswa kwengqesho ngakubaqeshwa kwakunye neenguqu ngakwiingcombolo zabaqeshwa
- Ukuphuhlisa kwanokuhlaziya imigaqo-nkqubo, ukuba lilungu kwiikomiti ezingqamene nomsebenzi wakho, kwanokubamba iiseshoni zoqeqesho ngakubaqeshwa nakooceba
- Ukwenza uqhelaniso kubaqeshwa abatsha
- Ukuhlanganisa kwanokulungisa ulwazi olusemgangathweni ngenjongo yokulufaka kwiingxelo ezithile zomthetho
- Ukulawula ixesha kwanokungena kwabaqeshwa kumsebenzi kaMasipala
- Ukwenza ingxelo esesikweni nengekho sesikweni
- Ukuqhagamshelana ngendlela enobuchule nephuhlileyo kunye nababandakanyekayo ngokwahlukeneyo ngendlela ebhaliweyo, eyobuchwepheshe, ngomnxeba kunye ngembalelwano ngokuthe ngqo.

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne R414 855.46 – R528 892.95 Ngonyaka.Izibonelelo ezinjengoNcedo Lonyango, ingxowa yomhlala-phantsi, i-inshorensi yomqeshi, intlawulo yeBhonasi zibandakanyiwe apha.

UMVUZO OSISISEKO:

R296 202.00 – R384 467.04 ngonyaka (T11)

UMHLA WOKUVALA:

17 JUNI 2022

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- Abagqatswa/abenzi-sicelo abathe bafakwa kuluhlu olufutshane baya kulindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo kubandakanya ukuvavanyelwa izakhono zokuqhuba
- ***.Nangona kungakho nalo naluphina ummelo,akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.***
- **Izicelo ezibhaliweyo kwifomu esesikweni nezikhatshwayi-CV egqibeleleyo**,neyakuthatyathwa njengeyimfihlo,kufuneka zingeniswe ku:The Senior Manager(Human Resources),P.O. Box 25,Mossel Bay,6500.
Kungenjalo, **izicelo ezenziwe ngobuchwepheshe nezikhatshwa yifomu yesicelo esesikweni kunye ne CV egqibeleleyo zingathunyelwa nge-imeyile ku admin@mosselbay.gov.za** Le miqathango isisinyanzelo kwaye **ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.**
- Ifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) **okanye** ungazithunyelwa nge-imeyile xa uthethe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- Iikopi zeziqinisekiso zeziqu zemfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiweyo zeziqu zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingcombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn J Ruiters kule nombolo yomnxeba (044) - 606 5000.
- Ukuba umenzi-sicelo akufumenanga mpendulo kwisicelo sakhe kwisithuba seentsuku ezingama-40,angathabatha ukuba isicelo sakhe asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele ekuthobeleni iimfuno zoMthetho weNgqesho ngokulingana,Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.

**MNU C PUREN
UMPHATHI KAMASIPALA**