



MARULENG MUNICIPALITY

65 SPRINGBOK
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HOEDSPRUIT
1380

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ENQ: Human Resource

MOPANI DISTRICT

CORPORATE SERVICES

ADVERT

Applications are invited from suitably qualified and experienced candidates to fill the following vacant positions:

Position : Senior HR Officer: Recruitment
Directorate : Corporate Services
Type : Permanent
Remuneration: R396 779.34 per annum plus 30% car allowance

Requirements: National Diploma in Human Resource Management or equivalent NQF level 6. Extensive knowledge of relevant legislation such as BCEA, LRA, EEA and SDA. Computer literacy, interviewing, listening, observing, counselling, problem solving, communication, interpersonal, presentation skills. Valid driver's license. Minimum three (03) years' experience specifically in recruitment and benefit. Highly motivated and ethical, analytical and capable of making sound decisions, ability to work in a high pressure environment and ability to work in a team. Driver's license.

Responsibilities: Advise directorate on available vacancies and ensure consolidation of vacancy requisitions. Compile advertisements of vacancies and ensure publication in relevant media platforms. Coordinate short listing and interview process. Coordinating vetting, qualifications verifications and background checks on recommended candidates. Compile reports on all recruitment related activities. Ensure proper maintenance and up to date records. Supervise and mentor junior personnel attached to the position. Provide input during policy development and review processes and ensure proper implementation thereof. Monitoring and providing feedback in terms of recruitment and selection. Coordinate the implementation of an Employment Equity Plan for the organization. Coordinating and administering employees and council benefits.

Position : Senior Admin Officer: Auxiliary Services
Directorate : Corporate Services
Type : Permanent
Remuneration: R396 779.34 per annum plus 30% car allowance

Requirements: National Diploma in Public Management or equivalent NQF level 6. Extensive knowledge of relevant local government legislation. Good interpersonal and written communication skills. Valid driver's license. Minimum three (03) years' experience specifically in administration and auxiliary. Highly motivated and ethical, analytical and capable of making



sound decisions, ability to work in a high pressure environment and ability to work in a team.
Driver's license.

Responsibilities: Coordinate and provide office administration. Render and monitor office furniture. Render and provide telecommunication services. Maintain and render cleaning services. Perform supervisory services. Maintain and administer record management systems. Coordinate and administer rental/municipal lease agreements. Perform administrative functions.

Position : Labour Relations Officer
Directorate : Office of the Municipal Manager
Type : Permanent
Remuneration: R286 674.15 per annum

Requirement: National Diploma in Human Labour Relations or equivalent NQF level 6. Valid code B/EB Driver's License. Two (2) years practical experience in the relevant environment. Legislations and principles will be an added advantage as will excellent interpersonal skills. Knowledge of Local Government challenges. Problem solving & conflict resolution skills. Skills of working in a unionized working environment. Ability to work independently and creatively. Sound understanding of change and diversity management. Ability to formulate HR and LR Policies and procedures. Ability to write sensible & concise report. Good verbal & written communication skills. Computer Literacy in MS word, Excel & Outlook.

Responsibilities: Facilitates and convene disciplinary, grievance and appeal hearings. Prepares verbal and written progress reports on disciplinary matters. Provides technical labour relations advice to senior managers. Prepare, handle and give feedback on all disciplinary hearing cases and grievances referred to South African local government bargaining council and commission for conciliation mediation and arbitration. Attend to correspondence regarding industrial relations matters. Render assistance on strike management. Deal with proof of incapacity cases. Keep out of date with all relevant labour legislation and development. Assist the municipality during negotiation processes by drafting and reviewing contract language, analyzing the impact of union proposals. Research the issues, seek resolutions for union concerns, represent and protect management rights as necessary. Act as Chair of the Grievance Committee. Provide administrative support. Provides guidance to management in terms of assistance in dealing with employee misconduct. Attend issues by explaining the disciplinary systems, contractual policies, benefits and grievance procedures. Conduct investigations concerning allegations of discrimination or sexual harassment or other illegal or inappropriate conduct. Plan and develop labour related policies, procedures, systems and channel them through the human resource for implementation. Give direction in terms of processes needed to capture, track, evaluate and report data. Ensure effective flow of information process throughout the municipality so that there are limited cases of misconduct and grievances in the workplace. Set performance standards and improvement objectives in relation to all labour related issues. Coordinate Local labour forum activities and make follow-ups in term of resolution implementation.

Position : SCM Clerk
Directorate : Budget and Treasury
Type : Permanent
Remuneration: R171 021.70 per annum

Requirements: Grade 12 with Diploma in financial related field. Knowledge of supply chain management. Ability to work under pressure.

Responsibilities: Check incoming paperwork (correspondent, evaluation reports and make copies before distributing). Sorts all papers according to content. Create or update records with new files and information. Store all paperwork in designated places securing the important documents. Deal with all request from other departments. Develop an efficient filing system. Follow policies and confidentiality dictation to safeguard data and information. Provide administrative support to the SCM committees.

Maruleng Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of these positions and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised positions.

Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing

Applications should be in the form of a prescribed application form on municipal website, curriculum vitae and certified copies of qualifications and identity document should be directed to: The Acting Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit, 1380. Faxed, Late, and Z83 applications will not be considered. Closing date for applications is 09 September 2022 at 12H00. Direct your enquiries to Mrs. Ramohlola Kedibone or Mrs Ngoma Jiekie @ 015 793 2409/015 590 1690.