

# CAREER OPPORTUNITY



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

Garden Route District Municipality is fully committed to Employment Equity.

*Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation.*

Applications are invited for the following vacancy in the Corporate Services Department.

## ASSISTANT HR OFFICER: CONTRACTS & ADMINISTRATION (GEORGE)

**Salary:** R 303 424,92 – R 393 875,04 per annum (T11)

### Minimum qualification requirements:

- A three-year tertiary qualification in Human Resources Management or related field (NQF 6)
- 2-5 years' relevant experience in Human Resources.
- Code EB Drivers license
- Excellent Computer skills
- Good understanding of standard operating procedures (SOPs)
- Time management and problem-solving skills
- Verbal and written communication
- Language proficiency in two of the three official languages of the Western Cape (Afrikaans and or English and or Xhosa)

### Duties will include:

- Coordinate, facilitate and monitor the Administration and processing of all Employee Contract appointments.
- Responsible for the management of the Electronic Employee Contract Management System.
- Responsible for implementation and monitoring of the Annual Salary adjustments for Contract Employees.
- Responsible for the management and implementation of process for Employee Contract terminations.
- Responsible to coordinate, facilitate, monitor and implement the acting agreements and processes.
- General Administrative duties.

### Competencies

- Organisational Awareness
- Written Communication
- HR Service delivery
- Action and Outcome Orientation
- Accountability and Ethical Conduct
- Problem Solving and Analysis.

### Note (s):

- Applicants should confirm their employment history by submitting the following supporting documentation:
- Qualifications (Degree/Diploma)
- Identity Document (SA);
- Any other applicable documentation required.
- Candidates must be willing to be subjected to practical/proficiency testing.
- Candidates must be willing to be subjected to a criminal record check.
- Your application will also be subjected to references from your previous or current employers.
- **No faxed or emailed or posted applications will be accepted.**

**Probation period:** 6 months

### Benefits:

- Subsidised housing, medical, pension and group assurance schemes.
- Optional membership of major medical expenses plan.
- Generous vacation and sick leave benefits plus a bonus equivalent to one month's salary.
- Five day working week.
- Furniture removal cost is payable by Council, subject to certain conditions

### Applying process and further information:

Please apply by completing your online profile on the eRecruitment Portal. The eRecruitment System is available on the Garden Route District Municipality website at [www.gardenroute.gov.za/jobs/apply\\_for\\_job/Option1: E-recruitment\\_website/register\\_or\\_log\\_on](http://www.gardenroute.gov.za/jobs/apply_for_job/Option1: E-recruitment_website/register_or_log_on). Please upload or attach a copy of your Curriculum Vitae, certified copy of your Identity Document and relevant qualifications (Certified within the last 3 months).

For enquiries, contact Human Resources on 044 803 1389/ 1388/ 1413.

Only shortlisted candidates will be contacted. Should candidates not be contacted within two months after the closing date, they may accept their application as unsuccessful.

*The Garden Route District Municipality reserves the right not to make or confirm an appointment on posts.*

**Closing date:** Friday, 04 November 2022 before 13:30

**Notice no:** 108/2022



MG STRATU  
MUNICIPAL MANAGER :

Candidates with disabilities are encouraged to apply.