

# 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.**

## **MANAGER: HUMAN RESOURCES (GEORGE)**

**Salary:** R 712 578,24 - R 924 980, 88 per annum (T17)

### **Minimum requirements:**

- A relevant 3-year tertiary qualification in Human Resources Management or related field.
- Code B Drivers Licence.
- Computer Literacy.
- 8 years or more relevant experience covering a broad range of human resources functions and at least 3 years supervisory experience.
- Both verbally and in writing in at least 2 of 3 official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa).

### **Duties:**

- To strategically manage the Human Resources Department for the Garden Route District Municipality and ensure that all work of department is delivered cost effectively and efficiently.
- Strategically plan, lead, and direct the Human Resources function through the design, development and alignment of HR Strategic Plan, Policies, Procedures, Systems and Controls.
- Guiding critical human resources interventions, applications, and outcomes.
- Researches and develops strategic and short-term plans for the Human Resources Functions.
- Identify areas where the Human Resources strategy can contribute meaningful to the IDP.
- Management of the Regional Task Unit/Internal Task Unit.
- Responsible for the Annual Review of the Organisational Structure.
- Financial Management of Human Resources Section.
- Risk Management of the Human Resources Section.
- Performance Management of the Section.
- Management of Conditions of Services Section to ensure compliance with all relevant legislation and Collective Agreements.
- Management of the Leave and claims administration section.
- Management of the Occupational Health and Safety section to ensure compliance with the Occupational Health and Safety legislation.
- Management of Training and Development section to ensure effective training programmes/systems for the municipality.
- Management of Employee Assistance Programme to ensure effective service delivery to workers.
- Management of the Recruitment and Selection section to ensure effective and efficient workforce for the municipality.
- Management of Labour Relations section to ensure sound Labour Relations amongst all stakeholders within the Municipality.
- Personnel Management.
- Management and Administration of the section to ensure that all work of the section happens cost effectively and efficiently, to the advantage of the COUNCIL and personnel.
- Coordination/ Management of all HR projects relating to the section.

### **Competencies**

- Consulting, Planning and Organizing.
- Monitoring and Control.
- Change Management.
- Strategic HR Management.
- Talent Management.
- HR Technology/Information Management.
- Interpersonal Relationships
- Service Delivery.
- Communication.
- Conflict Management
- Direction Setting
- 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 emailed or faxed or posted or hand delivered applications will be accepted.**

**Probation period:** 6 months

**Benefits:**

- Subsidised housing-, medical-, pension- and group insurance schemes and perk motor scheme.
- 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, 02 June before 13:30

**Notice no:** 56/2023

**MG STRATU  
MUNICIPAL MANAGER**



**Candidates with disabilities are encouraged to apply.**