

CAREER OPPORTUNITY

Jou roete na vooruitgang • Indlela yakho eya empumelelweni • Your route to prosperity



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 Service Department.

ASSISTANT HR PRACTITIONER: RECRUITMENT & SELECTION AND CONTRACTS (GARDEN ROUTE DISTRICT MUNICIPALITY- GEORGE)

Basic Salary per annum: R 270 900,00 – R 351 624,00

Task Grade: (T10) (Subject to task evaluation)

Minimum requirements as approved Job Description:

- A three-year tertiary qualification in Human Resources Management or related field (NQF 6).
- At least 2-5 years relevant experience in Human Resources.
- Excellent Computer Skills).
- Driver's License Code EB
- Working knowledge of local Government.
- Language proficiency in at least two of the three official languages of the Western Cape (Afrikaans and/or English And /or IsiXhosa).

Duties:

- Compiling of advertisement.
- Placement of advertisement in newspapers and websites.
- Receiving application after the closing date and capturing of long list.
- Conducting of shortlisting process for positions from T3 -T13.
- Conduct interview process for positions from T3 -T13.
- Conduct and facilitation of criminal record verification, reference checks and qualification verification.
- Facilitation of job offers.
- Coordination of communication to unsuccessful candidates that were shortlisted and attended interviews and practical test.
- Upload requisition on collaborator to place advertisements.
- 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 the management and monitoring of the Annual Salary adjustments for contract employees.
- Responsible for 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 late, faxed, emailed or hand delivered applications will be accepted.**

Probation period: 6 months

Benefits:

- Subsidised housing-, medical-, pension- and group insurance schemes.
- Optional membership of medical expenses plan.
- 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. 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, 13 October 2023 before 13:30

Notice no:45/2023

**MG STRATU
MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply.

