



## **EMALAHLENI LOCAL MUNICIPALITY (EASTERN CAPE)**

**NOTICE NO: HR 03/2023**

### **EXTERNAL ADVERTISEMENT OF POSITIONS**

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**Emalahleni Municipality is a Grade 2 municipality comprising of Indwe, Dordrecht and Cacadu with its seat in Cacadu. Emalahleni Municipality is an equal opportunity employer and subscribes to the principles of employment equity.**

**Applications are invited from suitably qualified candidates for the filling of the following position (Preference will be given to African Males)**

**Applications are invited from suitably qualified candidates for the filling of the following position (Preference will be given to African Females)**

#### **4. CORPORATE SERVICES DIRECTORATE**

##### **4.1 INDIVIDUAL PERFORMANCE MANAGEMENT AND JOB EVALUATION PRACTITIONER**

**SALARY SCALE: TASK GRADE 11 (R289 366-R375 611)**

#### **ESSENTIAL REQUIREMENTS:**

- Grade 12
- National Diploma: Human Resources Management or Public Administration
- 3 years' experience in municipal systems and processes of developing the Performance Management System and Job Evaluation
- Valid drivers' license
- Sound knowledge of legislation and policies applicable in the local government environment
- Sound and knowledge of Performance Management Cycle
- Good communication, interpersonal and report writing skills

#### **KEY RESPONSIBILITIES:**

- Coordinating all functions of individual Performance Management of the institution.
- Coordinating all functions of organizational development.
- Coordinating and providing support during performance assessments.

**Applications are invited from suitably qualified candidates for the filling of the following position (Preference will be given to African Females)**

#### **4.2 EMPLOYEE RELATIONS AND OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER**

**Applications are invited from suitably qualified candidates for the filling of the following position (Preference will be given to African Females)**

**SALARY SCALE: TASK GRADE 11 (R289 366-R375 611)**

#### **ESSENTIAL REQUIREMENTS:**

- Grade 12
- National Diploma: Labour Relations/ Labour Law
- 3 years' experience in Employee Relations and Occupational Health and Safety.
- Valid Drivers license
- Sound knowledge of legislation and policies applicable in the local government environment
- Sound knowledge of Skills Development related legislation
- Good communication, interpersonal and report writing skills.

#### **KEY RESPONSIBILITIES:**

- Coordinating disciplinary processes and grievance procedures.
- Coordinating conciliation and arbitration processes.
- Representing the municipality in external tribunals.
- Coordinating and providing secretarial support for the functionality of the Local Labour Forums.
- Monitoring and coordinating the implementation of the Occupational Health and Safety training programmes.
- Facilitating programs regarding incidents and accidents.

Applicants for the above-mentioned positions are required to submit a prescribed application form obtainable from our reception or downloaded from [www.emalahlenilm.gov.za](http://www.emalahlenilm.gov.za), detailed Curriculum Vitae together with certified copies of all qualifications and the Identity Document. Applications not accompanied by the required documentation will not be considered. The Council reserves the right not to continue with the interviews and appointments if no suitable candidate is found.

Emalahleni Municipality is an equal opportunity employer with a firm commitment to employment practices irrespective of race, gender and disability.

**Faxed or e-mailed applications will not be accepted.**

**Correspondence will only be entered into with short-listed candidates. Applicants not contacted within 30 days of the closing date may safely assume that their applications were not successful. Council nevertheless appreciates the interest**

shown by applicants. Enquiries can be made with the Human Resources Practitioner, Ms. Sanelisiwe Zangwa, at 0878080905

Applications should be addressed to:

**MS POB MAKOMA**

**The Municipal Manager**

**Emalahleni Local Municipality**

**Private Bag X1161**

**CACADU**

**5410**

**The closing date for application is Thursday, 15 June 2023**