



EMALAHLENI LOCAL MUNICIPALITY (EASTERN CAPE)

NOTICE NO: HR 03/2024

EXTERNAL ADVERTISEMENT OF POSITIONS

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 (African Females and Males are encouraged to apply)

1. CORPORATE SERVICE DIRECTORATE

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

1.1 MANAGER: HUMAN CAPITAL (RE-ADVERT)

SALARY SCALE: TASK GRADE 17 (R 716 243- R929 748) PER ANNUM

FRINGE BENEFITS

Normal fringe benefits include leave, housing subsidy on certain conditions,

Car allowance: R106 928.64 per annum

Cellphone allowance: R25 027.56 per annum

Data Allowance: R6 633.84 per annum

REQUIREMENTS

- National Diploma in Human Resources Management or related field
- Preferably a B-Degree Qualification in Human Resource Management
- 5 years generalist HR experience, of which 3 years should be at supervisory level.
- Valid Driver's Licence
- Registration with Professional Body will be an added advantage.
- Computer Literacy
- Must have a valid Driver's licence
- Ability to interpret Labour Legislation

KEY RESPONSIBILITIES:

- Provisioning of strategic HR Management services to the Municipality
- Managing the development and implementation of HR policies, procedures, and processes
- Managing the municipality's skills development programmes through the development and implementation of the WSP
- Managing and monitoring the effective administration of conditions of employment for all employees of the municipality
- Managing effective recruitment and selection services within the municipality
- Ensuring the development and effective monitoring of discipline management strategies, policies, and procedures
- Overseeing and managing HR Section in an effective and efficient manner
- Developing and implementing a structured Employee Wellness Programme
- Ensuring municipality's compliance with Employment Equity Act
- Overseeing the implementation of Bargaining Council Collective Agreements
- Developing and implementing a structured Employee Wellness Programme
- Overseeing the implementation of Individual Performance Management and Organisational Development
- Ensuring that the municipality is complying with legislation
- Ensuring the implementation of the Audit Action Plan
- Implementation and updating of the Risk Register
- Managing organisational design and job evaluation process
- Advice Directorate on performance management and improve systems

Applicants for the above-mentioned positions are required to fully complete and submit a prescribed application form obtainable from our reception or download from www.emalahlenilm.gov.za, detailed Curriculum Vitae together with certified copies of all qualifications and the Identity Document, Driver's licence. 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.

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. The Council nevertheless appreciates the interest shown by applicants. Enquiries can be made with Human Resources Practitioner Ms Sanelisiwe Zangwa, at 071 435 1078 during office hours.

Applications can be hand delivered to the Registry Section, 37 Indwe Road, Lady Frere or posted to the as follows: -

**MR N MNTUYEDWA
The Acting Municipal Manager
Emalahleni Local Municipality
Private Bag X1161
CACADU
5410**

No email applications will be accepted, and

No Late applications will be considered, therefore post delays must be considered by the applicant.

The closing date for applications is Thursday, 14 March 2024.

