

ELUNDINI LOCAL MUNICIPALITY



Physical Address: No. 01 Seller Street | Nqanqarhu | 5480
Postal Address: P.O. Box 1 | Nqanqarhu | 5480
Tel: 045 932 8100 | Fax: 045 932 8100 |
Facebook: @Elundini Local Municipality | Twitter: @
ElundiniLM | YouTube Channel: @Elundini Local Municipality
| Instagram: @elundini_lm



NOTICE NO. 14/2021-22

The Elundini Local Municipality a category B Municipality, incorporating Nqanqarhu, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Nqanqarhu, invites applications from experienced, qualified and committed individuals to the following positions:

RE-ADVERTISEMENT CORPORATE SERVICES DEPARTMENT

SENIOR HR PRACTITIONER (TASK GRADE 13) NQANQARHU OFFICE
ANNUAL BASIC SALARY R382 407.36- R496 377.60
BASIC SALARY R31 867.28 – R41 364.80

MINIMUM REQUIREMENTS: • Three (3) Year National Diploma Human Resource Management • Computer Literacy- Office applications • Valid Driving License• 4 years working experience in the HR environment.

KEY PERFORMANCE AREAS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

• **SPECIFIC HUMAN RESOURCES FUNCTIONS:** • **RECRUITMENT AND SELECTION:** • Coordinate specific sequences associated with the employment of personnel by: • Identify vacant positions in the organisational structure and liaising with the Budget and Treasury Office and the Manager Human Resource Management and Development regarding its budget.

• **ENGAGEMENT AND TERMINATION:** • Confirming the correctness of appointment letters to successful applicants with terms and conditions of employment and confirming correctness of regret letters for unsuccessful applicants.

• **ORGANISATIONAL DEVELOPMENT:** • Monitoring processes of organogram review, gathering information from line departments on demand and supply of labour.

• **PAYROLL ADMINISTRATION:** • Verifying all benefits calculations (Overtime, night shift allowance, acting allowance, etc) and submit to Manager: HRM&D for approval and processing.

• **SUPERVISION AND CONTROL:** • Monitoring daily staff attendance in line with the time and attendance policy and reporting any deviations to the immediate supervisor for implementation of remedial actions. • Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources to support the implementation of operational plans.

• **HUMAN RESOURCES ADMINISTRATION:** • **DOCUMENT PROCESSING AND RECORD KEEPING:** • Verifying and seeking approval on notifications using pro-forma types associated with the confirmation of employment contracts, regret letters, termination of services.

• **INFORMATION AND STATISTICS:** • Determining reporting requirements and accesses specific records, e.g HR Programs and information system database to extract information.

PLANNING AND ECONOMIC DEVELOPMENT

TOWN PLANNER (TASK GRADE 14) NQANQARHU
ANNUAL BASIC SALARY R445 592.04- R578 427.36

MINIMUM REQUIREMENTS: • Degree or National Diploma/ Town and Regional Planning NQF Level 6 • Registration with the South African Council of Council of Planners (SACPLAN)/ Urban Design Institute • 4-5 years' experience.

KEY PERFORMANCE AREAS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

• **PLANNING & IMPLEMENTATION:** • Identifies and defines the immediate, short and long term objectives/plans associated with urban, land use and environmental planning by: • Keeping abreast with trends, theories and practices underlying urban/ regional and landscape planning/designs with sustainability and environmental protection as core focus areas. •Coordinating the Formation and review of Spatial Development Framework which guides Land Use Management, Settlement Planning and Forward Spatial Planning in the area.

• **TOWN PLANNING & ARCHITECTURE:** • Developing and administering long-term policy on land use and community development-planning programs for the municipal region • Reviewing land use applications and site plans for compliance with Municipal Regulations and Statutory Compliance. • Preparing proposals encompassing drawings, designs and cost estimates.

• **RELATIONSHIP MANAGEMENT AND COMMUNICATION:** • Participating in various meetings (Council, internal and external forums) and provides comments/ opinions on matters affecting or concerning the functionality. • Providing information to municipal departments, property owners, real estate developers and other related parties pertaining to land use applications, ordinances, regulations and related planning issues.

VALUE STATEMENT

"The Elundini Municipality subscribes to high morals and principles to promote and maintain integrity of the Municipality".

EMPLOYMENT EQUITY STATEMENT:

Elundini local municipality is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity (race, gender, disability) through filling of these posts and candidates whose appointment will promote representativity will receive preference. Preference will be given to the underrepresented occupational category in terms of race, gender and disability. Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found.

NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants.

Faxed applications will not be accepted.

Applications should be addressed to:

Director Corporate Services

Elundini Local Municipality

P.O. Box 1

Nqanqarhu

5480

NB: For enquiries you can contact the Recruitment and Selection Officer: Ms. L. Sam at (045) 932 8192/8118 during office hours.

Closing Date: 21 January 2022