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EXTERNAL ADVERTISEMENT

NOTICE NO. 04/2021-22

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:

**CORPORATE SERVICES DEPARTMENT
SENIOR HUMAN RESOURCES PRACTITIONER (TASK GRADE 13)
NQANQARHU OFFICE**

BASIC SALARY – R 382 407.36 – R 496 377.60 – per annum

BASIC SALARY – R 31 867.28 – R 41 364.80 – per month

MINIMUM REQUIREMENTS: • Three (3) Year National Diploma in Human Resource Management • Computer Literacy- Office applications • Valid Driving License• Four (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: • Identifying 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.

OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER (TASK GRADE 11)

NQANQARHU OFFICE

BASIC SALARY R 287 683.80 – R 373 427.28 – per annum

BASIC SALARY R 23 973.65 – R 31 118.94 – per month

MINIMUM REQUIREMENTS: •Three (3) year National Diploma in Safety Management/Human Resources Management • Code EC Drivers' License• Computer Literacy- Office Applications • Three (3) years working experience in Occupational Health and Safety/Human Resources Management Environment.

KEY PERFORMANCE AREAS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- **OCCUPATIONAL HEALTH AND SAFETY SYSTEMS, CONTROLS AND PROCEDURES- OPERATIONAL ACTIVITIES:** •Coordinates implementation of Occupational Health and Safety management systems and controls by: • Initiating key Occupational Health and Safety Operational plans with reference to OHS objectives.
- **OHS POLICY IMPLEMENTATION AND CONTINUAL IMPROVEMENT:** •Identifying with objectives and processes necessary for implementation of Occupational Health and Safety management system to deliver results in accordance with the organisations Occupational Health and Safety Policy.
- **COMPLIANCE AND ENFORCEMENT:** • Evaluating Health and Safety files of all the contractors and sub-contractors on all the new municipal projects before commencement date. • **INCIDENT INVESTIGATION:** Arranging for first aid or medical treatment for injured persons in liaison with first aiders and the line supervisors on site.
- **GENERAL FUNCTIONS: COMMUNICATION:** • Responding through the collection of factual information and/or conducting the necessary investigation/research, to enquiries and concerns on services. • **OHS ADMINISTRATION:** Coordinating the development of safe working procedures for all of the work sequences in the municipality including use of machinery, Administering the submission and safe keeping of injury on duty reports for later analysis for inputting to reengineering of work procedures and or policy reviews.

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 the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons. 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. The Council nevertheless appreciates the interest shown by applicants.

APPLICATIONS SHOULD BE ADDRESSED TO:

Director Corporate Services
Elundini Local Municipality
P.O. Box 1, Nqanqarhu, 5480

Faxed applications will not be accepted.

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

Closing Date: 18th of August 2021