



# ELUNDINI LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT  
NOTICE NO. 07/2020-21



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

## CORPORATE SERVICES

### ORGANIZATIONAL DEVELOPMENT OFFICER (TASK GRADE 12) ANNUAL BASIC SALARY R 339 634.56 – R 440 864.40

**MINIMUM REQUIREMENTS:** •National Diploma in Human Resource Management or Organizational Development •Computer Literacy • Valid Code 08 Driver License – 3 years' relevant working experience in organizational development/Human Resources.

#### ORGANISATIONAL DEVELOPMENT FUNCTIONS • JOB DESCRIPTIONS

**COORDINATION:** • facilitating a process of job analysis and job description writing for each and every post that appears on the institutions staff establishment. • Analyzing all job profiles/job specifications taking into consideration the required input and output indicators of each position and recommend the appropriate job description for each post in the organogram. • Writing of Job descriptions by typing on the computer system and using Microsoft office applications/merging/formatting etc. • Analyzing the workflow process for each post and surrounding posts and provide advice on how other unnecessary processes or red tapes can be averted for speedy service delivery purposes. • Liaising with line departments regarding the formulation and writing of Job descriptions to get inputs. • Creating and maintaining a Job Evaluation database to store all grade related information. • Coordinating job evaluation requirements within the municipality taking into account the recommendations of the District Job Evaluation Unit and those of the Provincial Audit Committee. • Maintaining the TASK Job Evaluation System by ensuring correct application of the system. Preparing and presenting forward plans for submission by the manager to various committees including the Corporate Services Management Committee and the Standing Committee.

**ORGANISATIONAL STRUCTURE** • Coordinates development, review and implementation processes associated with organizational structure for the municipality by: • Analyzing all structure within line management and provide advice on functional alignments. • Providing advice to the immediate supervisor on related organizational development matters. • Facilitating activities related to updating of staff establishment by continuously updating the structure with filled positions, in to ensure that the organizational structure for the municipality is optimally structured to respond to municipality service delivery needs.

**TRAINING AND CAPACITY BUILDING:** Coordinates activities associated with capacity building +and training of line departments by: • Facilitating a process of including Organizational Development needs of line managers, trade unions and grading committee representatives • Providing on the job training to line managers and or any relevant persons on job description writing and job evaluation processes and procedures.

**GENERAL ADMINISTRATION SUPERVISION & CONTROL OF PERSONNEL:** Coordinates the Key Performance Indicators & outcomes of personnel within the office by: • Defining/adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements. Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the municipality.

**REPORTS & RECORDKEEPING:** •Compiling and updating statistical information with respect to training completed, attendance levels and targets achieved, and providing an accurate record of graded positions together with the audited task grading. • Providing inputs to the Annual budget for Organizational Development and related projects. • Checking and verifying payment invoices of external provides prior to forwarding for processing. • Maintaining the management information recordkeeping system, updating organizational development files with current information and data and/or accessing information to support query resolution or provide details of interventions planned and completed.

**•PERFORMANCE MANAGEMENT:** •Coordinate the sequences associated with the municipality's performance management system by: •Developing performance management process plan for all employees who are participating in the municipality's Performance Management System •Facilitating the signing of performance management agreements for loading into the municipality's automated Performance Management System annually and when necessary •Loaded verification and quality assurance of Performance Management Agreements to the municipality's automated Performance Management System of the municipality using the relevant IT equipment. • Facilitating the quarterly performance reviews by circulating memoranda to Directors; Managers and all other employees participating in the performance management system. •Conducting performance management assurance in the system by comparing the performance evidence loaded in the system with the agreed upon evidence frame work during the planning phase • Preparing performance management reports to manager HRM&D highlighting challenges faced and making recommendations for continual improvements • Holding quarterly performance management workshops with a view to inculcate the culture of performance management in the institution • Drafting performance management reports after the bi-annual and annual reviews with the view to highlight performance gaps for each employee • Reporting to the immediate superior on performance gaps of employees with the view of influencing the Workplace skills plan for the ensuing year • Identifying policy gaps between what is written in the Performance management policy and the practice on the ground and make recommendations to the immediate superior on proposed amendments •In order to ensure that the performance management system of the municipality is implemented effectively and efficiently and it enhances employees' ability to achieve the municipality's IDP set targets.

**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 representivity (race, gender, disability) through filling of these posts and candidates whose appointment will promote representivity 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, Maclear, 5480

Tel. No: (045) 9328100

**CLOSING DATE: 01 APRIL 2021**