

ERRATIM

**DIRECTORATE CORPORATE SERVICES
MANAGER: RECRUITMENT AND SELECTION AND EMPLOYMENT EQUITY**

WC044CSHR0949

**REF: CORP T14 OR T15 01/07/2022
(SUBJECT TO TASK JOB EVALUATION)**

**SALARY SCALE: R 476 112 – R 618 072 per annum T14
R 548 940 – R 712 596 per annum T15**

REQUIREMENTS:

- A relevant 3 year tertiary qualification in Human Resources Management or related field.
- Code B Drivers' License.
- Knowledge of administrative services and processes.
- Computer literacy (MS Word, Office Applications).
- 8 Years or more relevant experience covering a broad range of human resources functions; and
- At least 3 years supervisory experience.
- Must be able to communicate in at least 2 of the official languages of the Western Cape.

COMPETENCIES:

- Core Competences: Organisational Awareness; Consulting; Planning and Organising; Monitoring and Control; Negotiation; Oral Communication; Written Communication
- Functional Competencies: Change Management; HR Technology/ Information Management; HR Services Delivery; Strategic HR Management; Talent Management; Workforce Planning; Learning and Development; Occupational Health and Safety; Compensation and benefit Management; Performance Management; Employees Wellness; Industrial and Labour Relations
- Public service Orientation Competences: Interpersonal Relationships; Communication; Services Delivery Orientation.
- Personal Competencies: Action and Outcome Orientation; Conflict Management; Resilience; Learning Orientation; Accountability and Ethical Conduct; Problem Solving and Analysis
- Management/Leadership Competences: Direction Setting; Impact and Influence; Coaching and Mentoring; Team Orientation

KEY PERFORMANCE AREAS

- Planning Management
- Generic Management Functions
- Vision and Strategy
- Recruitment Management of Human Resources
- Selection of Human Resources
- Employment Equity
- Administration of Engagement Process
- Induction of New Employees
- Appointment of Temporary Employees and Students
- Transfer of Employees

ENQUIRIES: MR S JAMES (044 – 801 9180)

The George Municipality will consider all applications in terms of its Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, with the emphasis on appointing candidates from the designated/under – represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV, covering letter with a completed application form obtainable from the HR Office, Civic Centre, York Street, George. Please address your application to: The Manager Human Resources, PO Box 19, George, 6530 or via e-mail: recruitment@george.gov.za

Please note: Please attach certified copies of highest educational qualifications or relevant qualifications as per the job requirements. **State clearly on your application the reference number and post for which you are applying.** Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Late applications or applications sent via fax will not be accepted.

If you are not invited for an interview within 3 months of the closing date, please accept that your application was unsuccessful.

THE GEORGE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT

CLOSING DATE: 22 JULY 2022

