

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES

MANAGER: TRAINING & DEVELOPMENT, OHS & EAP

PERMANENT APPOINTMENT

WC04402391

REF: CORP T15 01/09/2023

Salary	:	R578 580 – R751 080 per annum T15 (Subject to Task Job Evaluation).
Additional Service Benefits	:	Medical Aid, Pension, Housing Allowance (Subject to prescribed requirements), 13th Cheque and Group Life Insurance
Perks	:	Cellphone and vehicle allowance approximately R7865 (Subject to prescribed requirements).

MINIMUM REQUIREMENTS:

- 8 years or more relevant experience covering a broad range of Human Resources functions.
- 3 years supervisory experience.
- A relevant 3-year tertiary qualification in Human Resources Management or related field.
- Driver's License Code B.

COMPETENCIES:

- **Core Professional Competencies:** Organisational Awareness, Consulting, Planning and Organising, Monitoring and Control, Negotiation, Oral and Written Communication.
- **Functional Competencies:** Change Management, HR Technology/Information Management, HR Service Delivery, Strategic HR Management, Talent Management Workforce Planning, Learning & Development, Occupational Health & Safety, Performance Management, Employee Wellness.
- **Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Service Delivery Orientation.
- **Personal Competencies:** Action and Outcome Orientation, Conflict Management, Resilience, Learning Orientation, Accountability and Ethical Conduct, Problem Solving Analysis.
- **Management/ Leadership Competencies:** Direction Setting.

KEY PERFORMANCE AREAS:

- Doing research with the LGSETA on learnerships available.
- Establish learnership project committees and recruiting service providers.
- Drafting of Training, Bursary, EAP and OHS policies as well as related SOP's.
- Monitor, evaluate and verify all training programmes and projects.
- Formulation of the Workplace Skills Plan and allocation of associated budget.
- Drive the implementation of the WSP.
- Conduct annual skills audits and formulation of PDP's and organisational Skills Assessments.
- Provide strategic direction for leadership development and e-learning.
- Control organizational requirements associated with the Training and Development functionality.
- Advise management on non-compliance of Health and Safety and the changing of Safety Legislation.
- Ensure that management and staff are trained and knowledgeable regarding Occupational Health and Safety matters.
- Prepares policies, standards & procedures towards the establishments of a SHE Management system.
- Identify and analyze the need for training in the field of Occupational Health & Safety.
- Oversee the administration of Workmen's Compensation claims.
- Oversee the operations of contractors and ensure compliance in relation to the construction regulations.

- Manage the employee assistance programme and awareness programs e.g HIV/AIDS & Substance abuse.
- Develop and implement an alcohol and substance abuse policy.
- Assist with incapacity procedures, by referring staff for medical assessments.
- Provides information to staff members on access to external social welfare programs.
- Facilitate and co-ordinate staff referral for assistance.

ENQUIRIES: MR B CASSIM (044 – 801 9365).

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to corporateposts@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before **22 September 2023** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete the application form in full.**

Only electronic applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

Not using the formal application form.

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councilors and/or officials with the aim to be appointed.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under -represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: 22 September 2023.