

EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES

MANAGER: RECRUITMENT & SELECTION AND EMPLOYMENT EQUITY

PERMANENT APPOINTMENT

WC0949

REF: CORP T15 05/10/2023

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 and at least 3 years supervisory experience within a Recruitment and Selection environment.
- A relevant 3-year tertiary qualification in Human Resources Management or related field.
- Valid Code B driver's License.

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.
- **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:

- Ensure that the recruitment of Human Resources is done in an effective and transparent manner in line with the approved policy.
- Ensure the smooth functioning of the selection process and compliance to Labour Legislation and the recruitment policy.
- Ensure that the necessary documentation pertaining to the engagement process are done.
- Ensure effective recordkeeping of all Recruitment related documents.
- Ensure that all new employees are inducted into the culture conditions of service and policy of Council.
- Ensure service to line management when in need of additional Human Resources.
- Ensure the proper placement and effective utilization of employees via an organized transfer system
- Implement the Employment Equity Act.
- Compile and contribute to the implementation of the Employment Equity Plan.
- Responsible for the management of staff within the Recruitment and Selection section.
- Responsible for monthly and annual reports regarding recruitment and selection and other relevant statistics for reporting purposes.

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 **27 October 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: 27 October 2023