

## EXTERNAL CIRCULATION

**DIRECTORATE: CORPORATE SERVICES**

**POST DESIGNATION: HUMAN RESOURCES OFFICER: RECRUITMENT & SELECTION**

**(PERMANENT)**

**WC044CSHR 2157**

**REFERENCE: 2950524**

**Salary** : R 395 880– R513 912 per annum T12  
**Additional Service Benefits** : Medical Aid, Pension, Housing Subsidy (subject to prescribed requirements)

### MINIMUM REQUIREMENTS:

- A Relevant 3-year tertiary qualification (NQF 6), in Human Resources Management or related field.
- 2-5 years relevant experience required.
- Computer Literacy (MS Office).
- Valid code B driver's license.

### COMPETENCIES:

- Organisational Awareness.
- Consulting.
- Planning and Organising.
- Monitoring and Control.
- Negotiation.
- Oral and Written communication.
- Change Management.
- HR technology.
- HR Service Delivery.
- Interpersonal Relationship.
- Service Delivery Orientation.
- Action & Outcome Orientation.
- Conflict Management.
- Resilience.
- Accountability and Ethical Conduct.

### KEY PERFORMANCE AREAS:

- Record keeping of staff compliments and variances.
- Determine job specifications as per Municipal Staff Regulations.
- Compile and distribute agendas for meetings.
- Verifying details of post recorded on approved vacancy requisitions forms and the job description.
- Receiving and referencing applications.
- Scheduling and confirming the date of the interview and informing representatives and applicants accordingly.
- Participating in the interview process for designated levels.
- Receive personnel requisition form from internal departments.
- Compile draft advertisements.
- Submitting advertisements to the media for placement.

### SPECIAL CONDITIONS ATTACHED TO THE POST

- Must be willing to work after hours.

**ENQUIRIES: MR M. EKSTEEN (044 – 801 9128).**

**INSTRUCTIONS TO APPLICANTS**

Applications must be submitted **electronically** on the e-recruitment site, which can be found on the George Municipality website, [www.george.gov.za](http://www.george.gov.za), under the Job Portal. Applicants must register and apply online on the portal on or before **[21 December 2023] at 16:30pm.**

Applicants must attach a formal George municipality job 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 as part of the online application.

**Only online applications will be accepted.**

**Disqualification:**

**Please note that the following will lead to disqualification:**

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

Canvassing of Councillors and/or officials.

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: [21 DECEMBER 2023] AT 16:30.**

## **SIJIKELIZISWA NGAPHANDLE**

**ICANDELO LOLAWULO: IINKONZO ZEQUMRHU**

**IGAMA LESIKHUNDLA: IGOSA LEZABASEBENZI: UKUGAYA ABASEBENZI & NOKHETHO. -**

**(UKUQESHWA NGOKUSISIGXINA)**

**WC044CSHR 2157**

**IREFERENSI: 2950524**

**Umvuzo** : R: R 395 880– R513 912 ngonyaka T12

**Iinzuzo ezongeziweyo zeenkonzelo** : Uncedo loNyango, Umhlala phantsi, Isibonelelo seZindlu  
(ngokuxhomekeke kwiimfuneko ezimiseliweyo)

### **IIMFUNENKO EZINCINANE:**

- Isiqinisekiso semfundo ephakamileyo seminyaka emi-3 (NQF 6), kuLawulo lwezaBasebenzi okanye inkalo enxulumeneyo.
- 2-5 iminyaka yamava afanelekileyo iyafuneka.
- ULwazi lweKhompyutha (MS Office)
- Ikhawudi B yephepha-mvume lokuqhuba elisemthethweni

### **UBUCHULE:**

- uLwazi loMbutsho
- Ukucebisa.
- uCwangciso noLungiselelo
- Ukubeka iliso kunye noLawulo.
- Uthethathethwano.
- Unxibelelwano olubhaliweyo nonxibelelwano lomlomo
- Ulawulo lweNguqu.
- Ubuchwephesha eHR.
- Ubuchwephesha beHR
- Ubudlelwane phakathi kwabantu
- Ukuqhelaniswa nokuNikezelwa kweNkonzo
- Ukuqhelaniswa neNyathelo kunye neziPhumo
- Ulawulo loNgquzulwano
- Ukomelela
- Uxanduva lokuphendula kunye neMigaqo yokuziphatha ngokuSesikweni

### **IINDAWO EZINGUNDOQ ZOKUSEBENZA:**

- Ukugcinwa kweerekhodi zezincomo kunye nokwahluka kwabasebenzi.
- Ukumisela iinkcukacha zemisebenzi ngokweMimiselo yaBasebenzi bakaMasipala.
- Ukuqulunqa kunye nokusasaza ii-ajenda zeentlanganiso.
- Ukuqinisekisa iinkcukacha zesithuba esirekhodiweyo kwiifomu zezicelo zezithuba ezivunyiweyo kunye nenkcazo yomsebenzi.
- Ukufumana kunye nokufaka iireferensi kwizicelo.
- Ukufaka kwisicwangciso-nkqubo nokuqinisekisa umhla wodliwano-ndlebe nokwazisa abameli nabafaki-zicelo ngokufanelekileyo.
- Ukuthatha inxaxheba kwinkqubo yodliwano-ndlebe kumanqanaba atyunjiweyo.
- Fumana ifomu yezicelo zabasebenzi evela kumasebe angaphakathi.
- Qulunqa izibhengezo zentengiso.
- Ukungenisa izibhengezo zentengiso kumajelo eendaba ukuze zibekwe.

### **IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA**

- Kufuneka uzimisele ukusebenza emva kweeyure zomsebenzi.

**IMIBUZO: MNU M. EKSTEEN (044 – 801 9128).**

**IMIYALELO KUBAFAKI ZICELO**

Izicelo kufuneka zingeniswe ngekhompyutha ngoqhagamshelo lwe-intanethi kwisiza sokugaya abasebenzi se-elektroniki, ezinokufumaneka kwiwebhusayithi kaMasipala waseGeorge, engu -www.george.gov.za, phantsi kwe-Job Portal. Abafake izicelo kufuneka babhalise kwaye bafake izicelo nge-intanethi kwi-portal ngomhla okanye ngaphambi komhla wama-[**21 eyomNga 2023**] nge-**16: 30 emva kwemini**.

Abafaki-zicelo kufuneka baqhuboshele ifomu yesicelo somsebenzi kamasipala waseGeorge z enamacandelo onke agcwalisiweyo kunye neCV ebanzi, iikopi eziqinisekisiweyo (ezingekho ngaphezu kweenyanga ezi-6 ubudala) zeziqinisekiso ezifanelekileyo, isazisi kunye nephepha-mvume lokuqhuba njengenxalenye yesicelo esingeniswa ngoqhagamshelo lwe-intanethi.

Zizicelo ezingeniswe ngekhompyutha kusetyenziswa i-intanethi kuphela eziya kwamkelwa.

**Ukuthintelwa:**

**Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:**

Ukungangeniswa kwamaxwebhu afunekayo okanye ukungeniswa kwamaxwebhu obuqhophololo.

Ukurhwetyeshwa kooCeba kunye /okanye amagosa .

Ukungathotyelwa kwemiyalelo ekwisibhengezo sentengiso

**QAPHELA:** Nceda uqaphele apho kuyimfuneko, abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yohlolo nophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi oluya kuquka nolunye uphononongo olunxulumeneyo.

**UMasipala ugcine ilungelo lokungaqeshi.**

Ukuba awukhange uve kuthi phakathi kweenyanga ezi-3 zomhla wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelana nomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kunye noLungelelwaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo.

Ukuqeshwa kuya kuxhomekeka kwimfuneko yokusayinwa kwemvumelwano yengqesho kwaye, apho kufanelekileyo, isivumelwano sentsebenzo kunye nokubhengezwa kweenzuzo kunye nomdla.

**UMHLA WOKUVALWA: [2023-12-21]AT 16:30PM]**