

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Corporate Services
POST DESIGNATION: Human Resources Officer - Training & Development. - George
(Permanent)
WC044CSHR2171
REFERENCE: 2951214

Salary: R395880 - R513912 (T12)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- 2 - 5 Years relevant experience
- A relevant 3 year tertiary qualification in Human Resources Management or related field
- Computer Literacy
- Code B Drivers License

COMPETENCIES:

CORE PROFESSIONAL COMPETENCIES:

- Organisation Awareness
- Consulting
- Planning and Organising
- Monitor and Control
- Negotiation
- Oral Communication
- Written Communication

FUNCTIONAL COMPETENCIES:

- Change Management
- HR Technology / Information Management
- HR Service Delivery
- Strategic HR Management
- Talent Management
- Workforce Planning
- Learning and Development
- Occupational Health and Safety
- Compensation and Benefits Management
- Performance Management
- Employee Wellness
- Industrial and Labour Relations

PUBLIC SERVICE ORIENTATION COMPETENCIES:

- Interpersonal Relationships
- Communication
- Service Delivery Orientation

PERSONAL:

- Action and Outcome Orientation
- Conflict Management
- Resilience
- Learning Orientation
- Accountability and Ethical Conduct
- Problem Solving and Analysis

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MANAGEMENT / LEADERSHIP COMPETENCIES:

- Direction Setting

KEY PERFORMANCE AREAS:

- Administering of general Human Resources functions within Human Resources Department.
- Perform the full administrative function pertaining to Training and Development.
- Deal with enquiries from Directorates and Staff.
- Maintain a high level of confidentiality.
- Monitor, evaluate and verify the Training and Development. Administering of all Training and Development Projects.
- Administering the Workplace Skills Plan.
- Administering the Skills audit programme.
- Administering the Personal Development plans programme.
- Administering of Internal and External Bursaries.
- Coordinate the Interns and Students who are placed in the Organization.
- Administering of all Financial Services processes.
- Liaise with LG Seta.
- Responsible for Statistics - General and Training and Development Education Training and Development.

SPECIAL CONDITIONS ATTACHED TO THE POST:

- Ability to Supervise personnel
- Ability to handle conflict in the section
- Ability to implement training and development projects

PROBATION PERIOD: 6 months

ENQUIRIES: CLAUDETTE APRIL (044-8019111 (1027))

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, under the Job Portal. Applicants must register and apply online on the [portal on](#) or before **[2024-02-02]** 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.

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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: [2024-02-02] AT 16:30PM