

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: CORPORATE SERVICES**  
**POST DESIGNATION: ASSISTANT HUMAN RESOURCES OFFICER: RECRUITMENT & SELECTION - GEORGE**  
**(PERMANENT)**  
**WC0442080**  
**REFERENCE: 3569125**

Salary: R 296 844 – R 385 296 (T10)  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

- A relevant 3-year tertiary qualification in Human Resources Management or related field
- Valid driver's license
- Computer Literacy (MS Office)
- 0 - 2 Years relevant experience required

### COMPETENCIES:

- **Core 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, Learning and Development.
- **Public Service Orientation Competencies:** Interpersonal Relationships, Service Delivery Orientation
- **Personal Competencies:** Action and Outcome Orientation, Conflict Management, Resilience, Learning Orientation, Accountability and Ethical Conduct, Problem Solving and Analysis
- **Management/Leadership Competencies:** Direction Setting, Impact and Influence, Team Orientation

### KEY PERFORMANCE AREAS:

- Administering of general Human Resources functions within the Human Resources Department.
- Perform the full administrative function pertaining to the recruitment and selection of staff from advertising of posts to issuing of appointment contracts.
- Deal with enquiries from directorates, staff, and the public.
- Maintain a high level of confidentiality.
- Compile appointment letter and ensure that the correct salary, occupation name, leave days and benefits are included in the letter.
- Compiling, typing and processing of Human Resources correspondence (appointment/promotion letters, transfer approvals/letters, reports, memos and external correspondence).
- Ensure relevant role players are updated with any employee movements.
- Updating of employment equity screen information of each employee.
- Adhere to agreed deadlines.
- Conduct shortlisting and interviews.

### SPECIAL CONDITIONS ATTACHED TO THE POST:

- Must be willing to work after hours

**PROBATION PERIOD: 6 months**

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**ENQUIRIES: Amanda Booysen (044 801 9215)**

**INSTRUCTIONS TO APPLICANTS (Please read carefully)**

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 **Job Portal**. Applicants must register and apply online before **19 March at 16:30pm**.

**Please Note the following when applying on the Portal:**

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

**Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:**

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

**Only online applications will be accepted.**

**The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.**

**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: 19 MARCH 2025 AT 16:30PM**

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