

NYANDENI LOCAL MUNICIPALITY

PHYSICAL ADDRESS:
Municipality Building
B.N. Nomandela Drive
LIBODE

POSTAL ADDRESS:
Private Bag X 504
LIBODE
5160



l: 047 5555 000
047 5555 024
047 555 5028

Email: kokan@nyandenilm.gov.za

“Deciding with the people, not for the people”

File Ref/NLM/CPS/4/4/7

Date: 13 April 2018

EXTERNAL ADVERT

Applications are hereby invited from suitably qualified candidates for the following post:

HUMAN RESOURCES MANAGER – TASK GRADE 16

Salary Scale: R 495 618 – R545 996 per annum

Essential Requirements

- National Diploma or Degree in Human Resources Management or in Social Sciences
- Driver’s License Code B
- Registration with the relevant professional body

Key Performance Areas

- Researches and develops strategic and short term plans for the Human Resources functionality;
- Manages and controls organization change and development through the formulation of specific policies and procedures and forwards/presents to the Senior Manager and/ or Councils Committees;
- Implements Human Resources Management & Employee Relations communication strategies aimed at creating awareness and/ or seeking acknowledgement;
- Manages and controls procedures and processes associated with maintaining employee relations and industrial peace;
- Manages key results indicators and outcomes pertaining to recruitment and selection criteria;
- Planning and developing short and long term plans for the Organizational Development;
- Plans and manages the Skills Development functionality;

- Manages sequences associated with establishing the Employee Wellness capacity of the municipality.

NB: Certified copies of qualifications, driver's license, ID, and CV must accompany the application letter. Failure to submit documents listed above will result in disqualification. People with disabilities are encouraged to apply and disclose the nature of their disability. Hand delivered applications should be sent to the Registry Office at Nyandeni Local Municipal Office at Libode. The words "**APPLICATION FOR VACANCY**" should appear on the same side of the envelop but separate from the address in the same envelop so as to sensitise the Registry Office of the closing date. Faxed applications will not be considered. Only shortlisted and successful candidates will be contacted, and therefore if you have not heard from us within **90 days** after the closing date, consider your application as unsuccessful. The council reserves the right not to continue with the interviews and appointment if the council feels no suitable candidate could be found. Canvassing of councillors / management is not permitted and proof thereof will result in disqualification.

BACKGROUND SCREENING WILL BE DONE TO SUCCESSFUL CANDIDATE

Applications should be addressed to:

**The Municipal Manager
Nyandeni Local Municipality
Private Bag X 504
Libode
5160**

For enquiries contact Corporate Services Department at **047 555 5028/ 047 555 5024. Ngqeleni offices: 047 563 00/1 Contact Person Ms. N. Madayi**

CLOSING DATE FOR APPLICATIONS: 11 MAY 2018 @ 12h00

**MRS. N. NOMANDELA
MUNICIPAL MANAGER**