


<b>Qualifications</b>	A relevant 3 year tertiary qualification in Human Resources Management or related field.
<b>Requirements</b>	Code B Driver's Licence Registration with a professional body will be an added advantage. Good facilitation and communication skills in at least two of official languages in the Free State.
<b>Remuneration</b>	R 374 176.56
<b>Specialised Training</b>	Knowledge of HR Systems, knowledge of Sage 300 People system will be an added advantage
<b>Experience</b>	2 - 5 years relevant experience in Human Resource or related field
<b>Knowledge and Skills</b>	Good knowledge of legislations governing local government; Good governance
<b>Behavioural Competencies</b>	Demonstrate competencies in level 1-2 of Human Resources Competency Framework of the Municipal Staff Regulations.

**Please note :**

1. Applications must be on Application Form for Employment obtainable in Gazette No. 45181 –www.xhariep.gov.za appear as Annexure B in Page 762 of 770
2. Applications should include resume and certified copies of qualifications and ID.
3. It's the applicant responsibility to have foreign qualification to be evaluated by the South African Qualification Authority (SAQA) and to attach the proof thereof.
4. Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful.
5. Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates only.
6. People from designated groups are encouraged to apply.
7. No late applications will be considered.
8. Canvassing of any officials or Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
9. Applicants submitting their Curriculum Vitae to this advertisement automatically agree and authorise Xhariep District Municipality and or/ its representative to undertake necessary confirmation of any information or certificate in the curriculum vitae or accompanied documents. ***The applicant therefore gives consent that any information may be accessed for verification in adherence to the POPI Act.***
10. On appointment the appointee should not be holding any political office in a political party, whether permanent, temporary or acting.
11. Xhariep District Municipality reserves the right not to make any appointment and to re-advertise before a short list is compiled.

<b>Applications should be directed to:</b>	The Municipal Manager : Ms LY Moletsane , Private Bag X136, Trompsburg, 9913 <b>(Only hard copies)</b>
<b>Enquiries</b>	Mr Tefo Lebaka Manager: Human Resource Management and Labour Relations Tel. 051 0112238 /Cell: 076 0981478
<b>Date of Publication</b>	7 August 2023
<b>Closing Date</b>	25 August 2023 before end of business 16:00

Approved by



Ms. LY Moletsane  
Municipal Manager



An area of unfound diversity

**Xhariep**

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300. Fax: (051) 713 0461  
 municipalmanager@xhariep.gov.za Website: www.xhariep.la.gov.za

Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare and Xhariep District Municipality subscribe to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the municipality are situated at Trompsburg; which is 125 km's south of Bloemfontein.

To this end, the municipality seeks to fill the following vacant post:

POST NO	JOB ADVERTISEMENT	
1	Job Title	HUMAN RESOURCE OFFICER (PERMANENT)
Ref. No. DCS069/03/2023	Reporting to	MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS
Responsibility	<ul style="list-style-type: none"> <li>• Administration of recruitment processes and boarding of staff</li> <li>• Informing the Payroll Office to effect new appointments salary payment, deductions, termination pay and for unpaid leave timeously.</li> <li>• Handling correspondence and enquiries related to leave and other general personnel administrative matters.</li> <li>• Ensure filing of all correspondence/official documents by upkeep of personnel files and see to the compliance of personnel files with the minimum requirements and prescriptions.</li> <li>• Capture all leave forms in electronic system and update leave files; ensure filing of leave forms; communicate with employees regarding their leave records; adhere to audit instructions and guidelines.</li> <li>• Liaise with Manager HR, OHS, Employee Wellness and Labour relations on leave matters that needs their attention.</li> <li>• Handling of all personnel enquiries, by answering enquiries regarding their leave status and credits as per BCEA, Leave Policy and Collective Agreement.</li> <li>• Assist with HR correspondence, as instructed by the HR Manager, by preparing draft correspondence.</li> <li>• Monitoring clock system and attendance registers.</li> <li>• Assist with development and implementation of HR policies and procedures.</li> <li>• Compilation of monthly, quarterly, and annual reports for submission to the HR Manager.</li> <li>• Undertaking ad hoc human resources related projects/ investigations required from time-to-time.</li> <li>• Ensuring that all correspondence is processed timeously and accurately.</li> <li>• Attending official human resources related meetings, as needed to keep abreast of new policies, changes and trends.</li> <li>• Ensuring drafting and implementation of the municipal wellness calendar in line with the national calendar.</li> <li>• Liaise with other stakeholders in meeting the desired IDP outcomes.</li> <li>• Perform Skills Development functions for the municipality in line with the policy and adhere to reporting time frames.</li> <li>• Coordinating disciplinary, grievance and incapacity processes.</li> <li>• Initiate and chair of disciplinary and incapacity enquiries.</li> <li>• Advise line management on all labour relations.</li> <li>• Performing general administrative tasks within the Human Resources Section.</li> <li>• Perform all administrative tasks relating to the Local Labour Forum and its sub-committees.</li> <li>• Representing the Municipality in disputes resolutions at the SALGBC.</li> <li>• Advise management and staff on grievance and disciplinary processes.</li> <li>• Ensure that the Municipality complies with Labour Legislation Act and other related legislations.</li> <li>• Liaise with management, employees, and unions to keep them informed regarding Labour Relations matters.</li> <li>• Attends to procedural administrative requirements, record keeping and reporting deadlines associated with the function.</li> <li>• Facilitate employee performance management in line with PMS Policy and legislations.</li> </ul>	