



STEVE TSHWETE LOCAL MUNICIPALITY

A fast growing and financially sound Municipality, situated in the middle of Mpumalanga, only 120km from central Gauteng. Moderate climate with many surrounding holiday resorts. Steve Tshwete Local Council is committed to achieve and maintain diversity and equity in employment in respect of race, gender and especially disability.

Suitably qualified candidates are invited to apply for the following position/s before the closing date of:

CLOSING DATE: 22 MARCH 2019

DIRECTORATE: CORPORATE SERVICES

ASSISTANT DIRECTOR: HUMAN RESOURCES (RECRUITMENT & ADMINISTRATION)

DEPARTMENT: HUMAN RESOURCES MANAGEMENT

POST LEVEL: 03

SALARY SCALE: R468 195 p.a. (excluding benefits)

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing, Travel Allowance of 850 km/pm plus cell phone allowance.

REQUIREMENTS: N Diploma/ B. Degree in HRM or relevant equivalent qualification NQF Level 6/7. 3-5 years relevant experience in HR Administration, conditions of service, other employment practices and HR Legislation, coupled with supervisory capacity. Computer literacy and a valid Code B driver's license is also an essential requirement. Good knowledge or experience of South African Labour Law and related legislation is essential. Registration with recognised professional body or registration as a Psychometric and registration at HPCSA as well as municipal experience would be an added advantage.

KEY PERFORMANCE AREAS: Management and supervision of subordinates with regard to the recruitment process; compilation, implementation and review of relevant human resources policies and procedures; fringe benefit administration; ensure that record of appointments are kept, terminations as well as a variety of statistical data with regard to the workforce; job evaluation according the TASK JE method; compilation and maintenance of functional and organisational structures; compilation and submission of the annual personnel budget for the entire organisation and the Human Capital Department's Operational (OPEX) and Capital budget (CAPEX) together with SDBIP's; asset management; compilation of reports to Council and advisory comments; compilation and submission of monthly statistical reports as required; monitoring reports; knowledge, experience and training in HR software systems; arrangement of events of the Human Capital Department (e.g. long service award ceremony etc.); reference checking; testing and interpretation of testing results; performance management of subordinates and reporting. Able to advise management and represent the employer during disputes referred to the bargaining council and CCMA

REF: 0100

CHIEF ADMINISTRATIVE OFFICER: PROPERTIES (RE-ADVERTISEMENT)

DEPARTMENT: LEGAL AND ADMINISTRATION

POST LEVEL: 04

SALARY SCALE: R424 044/ R434 655 p.a. (excluding benefits)


Benefits offered: Contribution to Medical Aid, Pension Fund and Housing allowance, Plus 550 km/pm Travel allowance.

Requirements: Relevant N. Diploma/B. Degree in Public Administration or Business Administration or relevant equivalent qualification (NQF 6/7). Legal qualification or postgraduate qualification in legal will add as an advantage. 3-5 years relevant legal administration experience within the property space in government will add more advantage to candidates. Good computer literacy and valid Code B driver's license is required

Key performance areas: Responsible for alienation of municipal property by compiling contracts & agenda items/ reports to council's committees, attending to administrative matters of a property nature as well as implementation of council resolutions

REF: 1005

PLEASE NOTE:

1. The appointment of a candidate is at the Steve Tshwete Local Councils' sole discretion, taking into account all relevant legislation, council policies and procedures, notwithstanding our Employment Equity goals.
2. The submission of an application gives Steve Tshwete Local Council the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers as well as academic institutions.
3. Applicants who have not been responded to within six weeks of the closing date should consider their applications unsuccessful.
4. Steve Tshwete Local Council reserves the right not to make an appointment in any or all of the above vacancies, and correspondence will only be limited to short-listed candidates.
5. Applications must be submitted on the prescribed form (available from the Municipal Offices or can be printed from Council's web site "www.stlm.gov.za") or by means of a detailed Curriculum Vitae and Covering Letter, together with certified copies of qualifications or certificates and identity document to:
Human Resources Management, P O Box 14, Middelburg, 1050.
Courier Address: Human Resources Management, Ground Floor, CNR Walter Sisulu Street and Wanders Avenue, Middelburg
Further Enquiries: Human Resources Management: Tel: (013) 249 7000.
6. Incomplete or incorrect information on an application form or CV form will disqualify an applicant.
7. People living with disability will be given preference and are particularly encouraged to apply 
- 8. Only posted or hand delivered applications will be accepted. All applications must reach the Municipality by the closing date.**

