UMSOBOMVU LOCAL MUNICIPALITY
Continuously Rising

INTERNAL & EXTERNAL VACANCY

NOTICE NO: 08/2025

Umsobomvu Local Municipality, with its seat in Colesberg and servicing the towns of Colesberg, Noupoort and Norvalspont seeks applications from suitably qualified candidates for appointment in the under-mentioned post. The municipality subscribes to the principles of equal employment opportunities and affirmative action.

HUMAN RESOURCE OFFICER

DIRECTORATE : Corporate Services

PLACE OF WORK : Colesberg

DURATION : Permanent

SALARY : Task Grade 11 (R 337, 680.00 per annum) plus, normal fringe benefits applicable to Local Government.

Requirements: Qualifications and Experience:

- Grade 12
- 2 – 5 years' relevant experience
- A relevant 3-year tertiary qualification in Human Resources Management (National Diploma in Human Resources - NQF Level 6)
- Computer Literacy: Office applications + Payroll
- Ability to communicate in two or more of the local official languages.
- Driver's license, will be an added advantage

Job Purpose:

Contributes to various professional engineering functions. Some degree of independence but seeks strategic guidance as required; and could assists superiors in providing specialist advice to clients.

Knowledge and scope of work:

Applies a body of theoretical knowledge either broadly or to a specific aspect of the Human Resource Function; Facilitates the implementation of programs, processes and systems. Prepares reports; Works in conjunction with a senior human Resources professional; Provides specialist advice to clients; and Work is monitored and feedback is given while proficiency has been developed and is currently gaining experience.

Key Performance Areas:

- Coordinates the key performance areas and specific outputs associated with the Human Resource Section (Employee Benefits) through administrating and ensuring legislative compliance and adherence to procedure and processes with regards to:
- The Employee/ Council benefits.
- Leave administration.
- Maintenance of basic conditions of service.
- Facilitating and supporting the recording.
- Updating circulation and maintenance of information regards to various personnel related activities, including recruitment and selection and payroll administration functions.
- Any other related duty as requested by the Section Head, Senior Manager/Municipal Manager

Administration Functions:

Amongst other things, the Human Resource Officer will have these responsibilities:

- **Recruitment and hiring**: Finding employees to fill the organization's needs
- **Training and development**: Providing training to new and existing employees
- **Compensation and benefits**: Managing employee salaries and benefits
- **Performance management**: Setting expectations, providing feedback, and evaluating employee performance

Competencies:

The competency level for this position is at level 2 as stipulated in Annexure A of the Municipal Staff Regulations Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal	Management / Leadership Competencies
• Organisational awareness • Consulting • Planning and Organising • Monitoring and Control • Negotiation • Oral Communication • Written	• 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 • Perfomance Management • Employee Wellness • Industrial and Labour Relations	• Interpersonal relationships • Communication • Service delivery Orientation • Client Orientation and customer focus	• Action and outcome Orientation • Conflict management • Resilience • Learning Orientation • Accountability and Ethical conduct • Problem solving and analysis	• Direction setting • Impact and influence • Team • Orientation • Direction Setting, • Coaching and • Mentoring

Closing date: The closing date shall be **21 February 2025** at **16h30.**

Application Instructions:

Applicants MUST use the official Application for Employment and supplement it with a comprehensive CV together with certified copies of qualifications (not older than six months) and MIE Background screening form obtainable on the municipality's website and Human Resource Management Office. Applications, including all relevant documentation must be submitted to the **Registry Office** addressed to: The Municipal Manager Umsobomvu Local Municipality, 21A Church Street, **Colesberg,** 9795 or e-mailed to apiwe@umsobomvumun.co.za. Should applicants not receive any response within three months after the closing date, please accept that your application has not been successful.

All enquiries must be directed to the Section Head Corporate Services. Canvassing and/or lobbying of Councilors and or municipal officials will result in the disqualification of an applicant. No late applications will be considered.

Inquiries to be directed to Apiwe Khalankomo at 051 753 0040 or send an e-mail to apiwe@umsobomvumun.co.za

T.W. MSENGANA
MUNICIPAL MANAGER

Notice: 08/2025
Date: 07 February 2025

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