



**DIRECTORATE CORPORATE SERVICES
MANAGER: RECRUITMENT AND SELECTION AND EMPLOYMENT EQUITY**

WC044CSHR0949

**REF: T14 OR T15 01/11/2021
(SUBJECT TO TASK JOB EVALUATION)**

**SALARY SCALE: R 453 876 – R 589 200 per annum T14
R 523 296 – R 679 308 per annum T15**

REQUIREMENTS:

- Appropriate tertiary qualification NQF Level 7.
- Code B Drivers' License.
- Knowledge of administrative services and processes.
- Computer literacy (MS Word, Office Applications).
- 5 Years in a similar environment with at least 3 years managerial experience within a municipality.
- Must be able to communicate in at least 2 of the official languages of the Western Cape.

SPECIAL CONDITIONS ATTACHED TO THE POSITION:

- Good management, human relations, interpersonal and communication skills.
- Service delivery innovation, problem Solving skills and high level of responsibility.
- Ability to deal effectively with conflict situations.
- Must be prepared to attend meetings after normal office hours.
- Careful attention to detail and the ability to organize are essential.
- Ability to work under pressure.

DUTIES:

- Ensure that the relevant functional responsibilities are capable of recognizing critical goals and objectives and align strategy to competently address legally sound governance practices.
- Ensure the delivery of scope of services of the post.
- Ensure implementation to provide effective service delivery.
- Ensure that the recruitment of human resources is done in an effective and transparent manner in line with relevant legislation and policies.
- Ensure that the smooth functioning of the selection process and compliance to Labour legislation and the Staffing policy.
- Implement, execute and maintain Council's Employment Equity Plan requirements.
- Ensure that all new employees are inducted into the conditions of service and policies of Council.

- Ensure the proper placement and effective utilization of employees via an organized transfer system.
- Ensure a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life is cultivated and maintained enabling the department to meet its service delivery objectives.
- Ensure sound control of the operational budget with reference to recruitment.
- Ensure that specific work requirements and associated consequences through the implementation of practices and procedures that support efficient services.
- Ensure that administrative sequences dictating reporting requirements and approval procedures are complied with and documentation and correspondence compiled through the provision of accurate information and circulated within specific time frames using electronic systems.
- Ensure that the Corporate Department delivers effective and accurate information to external and internal role players.

ENQUIRIES: MR S JAMES (044 – 801 9180)

The George Municipality will consider all applications in terms of its Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, with the emphasis on appointing candidates from the designated/under – represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV, covering letter with a completed application form obtainable from the HR Office, Civic Centre, York Street, George. Please address your application to: The Manager Human Resources, PO Box 19, George, 6530 or via e-mail: recruitment@george.gov.za

Please note: Please attach certified copies of highest educational qualifications or relevant qualifications as per the job requirements. **State clearly on your application the reference number and post for which you are applying.** Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Late applications or applications sent via fax will not be accepted.

If you are not invited for an interview within 3 months of the closing date, please accept that your application was unsuccessful.

THE GEORGE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT

CLOSING DATE: 21 DECEMBER 2021



DIREKTORAAT KORPORATIEWE DIENSTE

BESTUURDER: WERWING EN KEURING EN DIENSBILLIKHEID

WC044CSHR0949

VERW: T14 OF T15 01/11/2021

(ONDERHEWIG AAN TASK POS EVALUERING)

**SALARISSKAAL: R 453 876 – R 589 200 per jaar T14
R 523 296 – R 679 308 per jaar T15**

VEREISTES:

- Toepaslike tersiere kwalifikasie NQF vlak 7.
- Kode B bestuurs lisensie.
- Kennis van administratiewe dienste en prosesse.
- Rekenaar Geletterheid (MS word, office applications).
- 5 Jaar ervaring in n soortgelyke omgewing met ten minste 3 jaar bestuurs ervaring in n Munisipaliteit.
- Moet in ten minste 2 van die amptelike tale van die Wes-Kaap kan kommunikeer.

SPESIALE VOORWAARDES VERBONDE AAN DIE POSISIE:

- Goeie Bestuurs, menslike verhoudinge, interpersoonlike en kommunikasie vaardighede.
- Dienslewering innovasie, probleem oplossings vaardighede en hoë vlak van verantwoordelikheid.
- Vermoë om konflik situasies te hanteer.
- Moet bereid wees om vergaderings buite normale kantoor ure by te woon.
- Vermoë om onder druk te kan werk.

PLIGTE:

- Verseker dat die relevante funksionele verantwoordelikhede in staat is om kritieke doelwitte en doelwitte te erken en strategie in lyn te bring om wetlike gesonde bestuurspraktyke bekwaam aan te spreek.
- Verseker dat die omvang van dienste van die pos gelewer word.
- Verseker implementering om effektiewe dienslewering te verskaf.
- Verseker dat die werwing van menslike hulpbronne op 'n effektiewe en deursigtige wyse geskied in lyn met relevante wetgewing en beleide.
- Verseker dat die funksionering van die keuringsproses en voldoening aan Arbeidswetgewing en die Personeelbeleid vlot verloop.

- Implementeer, voer uit en handhaaf die vereistes van die Raad se Gelyke Indiensnemings Plan.
- Verseker dat alle nuwe werknemers opgeneem word in die kultuur, diensvoorwaardes en beleide van die Raad.
- Verseker die behoorlike plasing en effektiewe benutting van werknemers via 'n georganiseerde oorplasingstelsel .
- Verseker dat 'n klimaat wat bevorderlik is vir die bevordering en handhawing van motiveringsvlakke, produktiwiteit, prestasie en die verbetering van die kwaliteit van werklewe gekweek en in stand gehou word wat die departement in staat stel om sy diensleweringdoelwitte te bereik.
- Verseker goeie beheer van die bedryfsbegrotings met verwysing na werwing.
- Verseker dat spesifieke werkvereistes en gepaardgaande volgordes wat met die funksionaliteit geassosieer word, effektief aangespreek word deur die implementering van praktyke en prosedures wat doeltreffende regsdiensleste ondersteun.
- Verseker dat administratiewe volgordes wat verslagdoeningsvereistes en goedkeuringsprosedures bepaal, nagekom word en dat dokumentasie en korrespondensie saamgestel word deur die verskaffing van akkurate inligting en binne spesifieke tydtraamwerke gesirkuleer word.
- Verseker dat die Korporatiewe Departement doeltreffende en akkurate inligting aan eksterne en interne rol verskaf.

NAVRAE: MR S JAMES (044 – 801 9180)

Die George Munisipaliteit oorweeg alle aansoeke in terme van sy Diensbillikheidsplan, wat erkenning verleen aan die dringende behoefte om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van geskikte kandidate uit die aangewese/onderverteenwoordigde groepe. Gunswerwing met die doel om aangestel te word, sal u outomaties vir die pos diskwalifiseer.

Indien u aan die posvereistes voldoen, stuur 'n volledige CV, dekbrief en aansoekvorm, verkrygbaar by die kantoor: Menslike Hulpbronne, Burgersentrum, Yorkstraat, George. Rig u aansoek aan: Die Bestuurder, Menslike Hulpbronne, Posbus 19, George, 6530 of per e-pos: recruitment@george.gov.za

Let wel: Heg asseblief gesertifiseerde afskrifte van u hoogste opvoedkundige kwalifikasies of relevante kwalifikasies soos vereis van die pos aan u aansoek. **Meld asseblief duidelik op u aansoek die verwysingsnommer en pos waarvoor u aansoek doen.** Neem kennis dat u aansoek aan verifikasie van kwalifikasies, krediet en kriminele rekords, onderwerp sal word.

Laat aansoeke of aansoeke per faks sal nie aanvaar word nie.

Indien u nie binne 3 maande na die sluitingsdatum vir 'n onderhoud genooi word nie, kan u aanvaar dat u aansoek onsuksesvol was.

DIE GEORGEMUNISIPALITEIT BEHOU DIE REG VOOR OM NIE 'N AANSTELLING TE MAAK

SLUITINGSDATUM: 21 DESEMBER 2021