

EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES
POST DESIGNATION: RECRUITMENT AND SELECTION OFFICER
(PERMANENT)
WC044CSHR2080
REFERENCE: CORP T12 01/02/2023

Salary : R 375 600 – R487 584 per annum T12
Additional Service Benefits : Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- A relevant 3-year tertiary qualification (NQF 6) in Human Resources Management or related field
- 2-5 years relevant experience required
- Computer Literacy (MS Office)
- Valid driver's license (Code EB)

COMPETENCIES:

- Organisational Awareness
- Consulting
- Planning and Organising
- Monitoring and Control
- Negotiation
- Oral and written communication
- Change Management
- HR Technology/ Information Management

KEY PERFORMANCE AREAS:

- Undertake the recruitment processes in the entire recruitment & Selection pipeline
- Record Keeping of staff compliments and variances
- Determine job specifications as per Municipal staff regulations
- Compile and distribute agendas for meetings
- Verifying details of post recorded on approved vacancy requisition forms and the job description.
- Verifying staff establishment details and the availability of budgets
- Receiving and referencing applications
- Scheduling and confirming the date of the interview and informing representatives and applicants accordingly
- Participating in the interview process for designated levels
- Receive personnel requisition form from internal departments
- Compile draft advertisements
- Submitting advertisements to the media for placement

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must be willing to work after hours.

ENQUIRIES: MR B CASSIM (044 – 801 9365)

Applicants must submit a formal application form and a comprehensive CV, copies of qualifications, identity document and driver's license. Applications must be submitted **electronically** preferably as one PDF document to recruitment@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before 15 February 2023 at 12:00. **Applicants must clearly state the reference number and position title in the subject line of the email. Only Electronic applications will be accepted.**

Disqualification:

Please note that the following will lead to disqualification:

- 1. Non-submission of copies of academic qualifications/records.**
- 2. Canvassing of Councillors.**
- 3. Submission of fraudulent qualifications and/ or documents.**

NB: Please note that shortlisted candidates will be subjected to a vetting process. By applying for this position, candidates agree to background checks being performed. The Municipality reserves the right not to make an appointment.

Should you not hear from us within 30 days of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

CLOSING DATE: 15/02/2023

SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: IINKONZO ZEQUMRHU

IGAMA LESITHUBA: IGOSA LOKUFUMANA NGOKUGAYA KUNYE NOKUKHETHA X2

(NGOKUSISIGXINA)

WC044CSHR2080

REFERENSI: CORP T12 01/02/2023

Umvuzo : R 375 600 – R487 584 ngonyaka T12

liNzuzo zeNkonzo ezongezelelweyo: Uncedo lwezonyango, Umhlala phantsi, Isibonelelo sezindlu/nokuqesha (ngokuxhomekeke kwiimfuno ezimiseliweyo)

IIMFUNO EZINCINANE:

- Isiqinisekiso esifanelekileyo semfundo ephakamileyo seminyaka emi-3 (NQF 6) kuLawulo lweCandelo lezaBasebenzi okanye inkalo enxulumeneyo.
- Iminyaka 2-5 yamava afanelekileyo iyafuneka
- Ulwazi lwekhompyutha (MS Office)
- Iphepha-mvume lokuqhuba elisemthethweni (Ikhawudi EB)

UBUCHULE:

- Ulwazi loMbutho
- Ukucebisana
- uCwangciso noLungiselelo
- Ukubeka iliso kunye noLawulo
- Uthethathethwano
- Unxibelelwano lomlomo nolubhaliweyo
- ULawulo loTshintsho
- Ubuchwephesha be-HR/uLawulo loLwazi

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Yenza iinkqubo zokugaya abasebenzi kuyo yonke indlela yogayo kunye nokhetho
- Ukugcinwa kweRekhodi zezincomo zabasebenzi kunye nokwahluka
- Ukumisela iinkcukacha zemisebenzi ngokwemimiselo yabasebenzi bakaMasipala
- Ukuqulunqa nokusasazwa kwee-ajenda zeentlanganiso
- Ukuqinisekisa iinkcukacha zezithuba ezirekhodiweyo kwiifomu zezicelo zezithuba ezivunyiweyo kunye nenkcazo yomsebenzi.
- Ukuqinisekisa iinkcukacha zokumiselwa kwabasebenzi kunye nokubakho kohlahlo lwabiwo-mali
- Ukufumana kunye nokungqinisisa izicelo
- Ukucwangcisa nokuqinisekisa umhla wodliwano-ndlebe nokwazisa abameli nabafaki-zicelo ngokufanelekileyo
- Ukuthatha inxaxheba kwinkqubo yodliwano-ndlebe kumanqanaba amiselweyo
- Yamkela iifomu zezicelo zabasebenzi ezivela kumasebe angaphakathi
- Ukuqulunqa izimemo ntengiso eziyiliweyo
- Ukungenisa izimemo ntengiso kumajelo eendaba ukuze zibekwe

IMIQATHANGO EYODWA KWISITHUBA ESIQHOTYOSHELWEYO

- Kufuneka ukulungele ukusebenza emva kweeyure zomsebenzi.

IMIBUZO: MNU B CASSIM (044 – 801 9365)

Abafaki -zicelo kufuneka bangenise ifomu yesicelo esemthethweni kunye neCV ebanzi, iikopi zeziqinisekiso zemfundo, isazisi, kunye nephepha- mvume lokuqhuba. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa recruitment@george.gov.za. Ifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla we- 15 eyoMdumba 2023 ngeye-12:00. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili. Zizicelo ezithunyelwe ngeKhompyutha kusetyenziswa-Intanethi eziya kwamkelwa.**

Ukuthintelwa:

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:

- 1.Ungangeniswa kweekopi zeziqinisekiso zemfundo/ iirekhodi.**
- 2.Ukurhwetyeshwa kooCeba.**
- 3.Ukungeniswa kweziqinisekiso zobuqhophololo kunye /okanye amaxwebhu.**

QAPHELA: Nceda uqaphele ukuba abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi

Ukuba awukhange uve kuthi phakathi kweentsuku ezingama-30 zomva wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelana nomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kunye noLungelelwaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo.

UMHLA WOKUVALA: 15/02/2023