

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES

POST DESIGNATION RECRUITMENT AND SELECTION OFFICER X2

(4 MONTH FIXED TERM CONTRACT)

WC044CSHR2181; WC044CSHR2182

REFERENCE: CORP T12 01/01/2023

Remuneration: +-R 498 178. Total Cost to company

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 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. Applicants must be available immediately.

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

VACANCY VAKATURE



SIJKELEZISWA NGAPHANDLE

I CANDELO LOLAWULO: JINKONZO ZEQUMRHU

IGAMA LESITHUBA: IGOSA LOKUFUMANA NGOKUGAYA KUNYE NOKUKHETHA X2 (IKONTRAKTHI YEXESHA ELIMISELWEYO LEENYANGA EZI-4)

WC044CSHR2181; WC044CSHR2182

REFERENCE: CORP T12 01/01/2023

Umvuzo +R 498 178. lindleko zizonke kwinkampani

IIMFUNEKO 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 lokughuba elisemthethweni (Ikhowudi EB)

UBUCHULE:

- Ulwazi loMbutho
 - Ukucebisanā
 - uCwangciso noLungiselelo
 - Ukubeka iliso kune 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 kweeRekhodi zezincomo zabasebenzi kunye nokwahluka
 - Ukumisela iinkcukacha zemisebenzi ngokwemimiselo yabasebenzi bakaMasipala
 - Ukuqulunqa nokusasazwa kwee-ajenda zeentlanganiso
 - Ukuqinisekisa iinkcukacha zezithuba ezirekhodiwego kwiifomu zezicelo zezithuba ezivuniwego kunye nenkcazo yomsebenzi.
 - Ukuqinisekisa iinkcukacha zokumiselwa kwabasebenzi kunye nokubakho kohlahlo lwabiwo-mali
 - Ukufumana kunye nokungqinisia izicelo
 - Ukucwangcisa nokuqinisekisa umhla wodliwano-ndlebe nokwazisa abameli nabafaki-zicelo ngokufanelekileyo
 - Ukuthatha inxaxheba kwinkqubo yodliwano-ndlebe kumanqanaba amiselwego
 - Yamkela iifomu zezicelo zabasebenzi ezivela kumasebe angaphakathi
 - Ukuqulunqa izimemo ntengiso eziyiliwego
 - Ukungenisa izimemo ntengiso kumajelo eendaba ukuze zibekwe

IMIQATHANGO EYODWA KWISITHUBA ESIQHOTYOSHESLWEYO

- 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. lifomu 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 yerefensi kunye negama lesikhundla kumgca wesihloko se-imeyili**

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 abaggatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abaggatswa bayavuma ukuba kwensiwe 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 noLungelewaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliwego/angamelwanga ngokwaneleyo.

UMHLA WOKUVALA: 15/02/2023