

EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES

POST DESIGNATION: ADMINISTRATOR: HUMAN RESOURCES

(PERMANENT)

WC0442167

REFERENCE: CORP T10 01/04/2023

Salary : R 269 508 – R349 812 per annum T10

Additional Service Benefits : Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- Grade 12
- 2-5 years relevant experience required
- Computer Literacy (MS Office)

COMPETENCIES:

- Written and Oral Communication
- Attention to Detail
- Ethics and Professionalism
- Organisational Awareness
- Problem Solving
- Planning and Organising
- Business Processes
- Use of Technology
- Data Processing & Analysis
- Interpersonal Relationships
- Service Delivery Orientation
- Client Orientation and Customer Focus
- Action Orientation
- Resilience
- Change Readiness
- Cognitive Ability
- Impact and Influence
- Team Orientation

KEY PERFORMANCE AREAS:

- To facilitate the effective planning and execution of pre-arranged meetings and to minute all relevant discussions and decisions taken.
- To ensure the appointments are scheduled to available timeframes and all appointments are planned, prioritised and coordinated to uphold professionalism and the image of the HR Section in the Municipality.
- To ensure that time management is exercised by timeous circulation of meeting/appointments related documentation.
- To ensure adequate support is made available to enable the accomplishment of specific administrative reporting deadlines.
- To ensure that information is correctly encapsulated in PowerPoint slide shows and that supporting hard copy documentation is made available.
- To ensure that the Section renders a professional service and that service delivery objectives are met.

- To ensure telephonic calls and enquiries are attended to promptly and professionally in accordance with customer service standards and objectives.
- To ensure the staff attendance register, is efficiently planned, prioritised and correctly completed and duties are carried out as allocated.
- To ensure the events and functions are efficiently planned, prioritised and coordinated, upholding the professionalism and image of the Municipality.

SPECIAL CONDITIONS:

- Client friendly/ people orientated.
- Above average typing abilities and ability to organise.

ENQUIRIES: MR B CASSIM (044 – 801 9365)

Applicants must submit a formal application form and a comprehensive CV, copies of qualifications and identity document. 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 05 May 2023 at 12:00pm. **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. **Not using the formal application form.**
2. **Non-submission of copies of academic qualifications/ Records.**
3. **Canvassing with the aim to be appointed.**
4. **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: 05 May 2023.