

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: Corporate Services**

**POST DESIGNATION: Assistant Human Resources Officer x2 : OHS & EAP - George  
(Permanent)**

**WC044CSHR2163**

**WC044CSHR2082**

**REFERENCE: 2950347**

Salary: R284064-R368700 (T10)  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance.

### **MINIMUM REQUIREMENTS:**

0 - 2 Years relevant experience.  
A relevant 3 year tertiary qualification in Human Resources Management or related field.  
Computer Literacy.  
Code B Drivers Licence.

### **COMPETENCIES:**

#### **CORE PROFESSIONAL COMPETENCIES.**

- Organisational Awareness.
- Consulting.
- Planning and Organising.
- Monitor and Control.
- Negotiation.
- Oral Communication.
- Written Communication.

#### **FUNCTIONAL COMPETENCIES:**

- 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.
- Performance Management.
- Employee Wellness.
- Industrial and Labour Relations.

#### **PUBLIC SERVICE ORIENTATION COMPETENCIES:**

- Interpersonal Relationships.
- Communication.
- Service Delivery Orientation.

#### **PERSONAL:**

- Action and Outcome Orientation.
- Conflict Management.
- Resilience.
- Learning Orientation.
- Accountability and Ethical Conduct.

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- Problem Solving and Analysis.

## **MANAGEMENT / LEADERSHIP COMPETENCIES:**

- Direction Setting.

## **KEY PERFORMANCE AREAS:**

- Administering of general Human Resources functions within Human Resources Department.
- Perform the full administrative function pertaining to Occupational Health and Safety and Injuries on Duty.
- Perform the full administrative function pertaining to Employee Assistance Programme and Wellness Projects.
- Deal with enquiries from Directorates and Staff.
- Maintain a high level of confidentiality.
- Administering all IOD's on the electronic system.
- Scheduling of all Medical and Counselling appointments.
- Conduct arrangements for OHS and EAP awareness programmes.
- Responsible for supervision of subordinates and interns.
- Administering of all financial documents.
- Assist with the arrangements for all OHS and EAP training programmes.

## **SPECIAL CONDITIONS ATTACHED TO THE POST:**

n/a

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** Chrystal Spies (044-8019301)

## **INSTRUCTIONS TO APPLICANTS**

Applications must be submitted **electronically** on the e-recruitment site, which can be found on the George Municipality website, [www.george.gov.za](http://www.george.gov.za), under the Job Portal. Applicants must register and apply online on the [portal on](#) or before [**2024-02-07**] at 16:30pm.

Applicants must attach a formal George municipality job application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license as part of the online application.

**Only online applications will be accepted.**

### **Disqualification:**

**Please note that the following will lead to disqualification:**

- Non-submission of required documents or submission of fraudulent documents.
- Canvassing of Councillors and/or officials.
- Non-adherence to the instructions on the advertisement.

**NB:** Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

**The Municipality reserves the right not to make an appointment.**

Should you not hear from us within 3 months 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.

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The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

**CLOSING DATE: [2024-02-07] AT 16:30PM**