

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: Corporate Services**  
**POST DESIGNATION: Human Resources Officer - EAP - George**  
**(Permanent)**  
**WC2393**  
**REFERENCE: 3041251**

Salary: R395 880-R513912 (T12)  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### **MINIMUM REQUIREMENTS:**

2 - 5 Years relevant experience.  
A relevant 3-year tertiary qualification in Human Resources Management or related field.  
Computer Literacy.  
Code B Driver's License.

### **COMPETENCIES:**

#### CORE PROFESSIONAL COMPETENCIES

- Organisation 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
- Problem Solving and Analysis

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## 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 employee assistance programme.  
Deal with enquiries from directorates and staff.  
Maintain a high level of confidentiality.  
Monitor, evaluate and verify the services of the service providers.  
Administering of all EAP projects.  
Administering the baseline medicals.  
Administering an annual wellness day.  
Administering and verify the Insurance deductions of employees.  
Assist labour relations with incapacities.  
Assist benefits with medical disabilities and incapacities.  
Administering, medical appointments.  
Administering the financial processes of the EAP office.  
Responsible for statistics and reports.  
Ensure training in EAP fields.  
Supervise the personnel in the EAP office as well as the peer supporters in the organization.

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

N/A

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** CHRYSTAL SPIES (044-8019301).

### **INSTRUCTIONS TO APPLICANTS (Please read carefully)**

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 **Job Portal**. Applicants must register and apply online before **[2024-03-22]** at 16:30pm.

#### **Please Note the following when applying on the Portal:**

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

**Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:**

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only If applicable.

**Only online applications will be accepted.**

**The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.**

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**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.

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: [2024-03-22] AT 16:30PM**