

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Corporate Services
POST DESIGNATION: Assistant Human Resources Officer - PMS - George
(Permanent)
WC2184
REFERENCE: 3041228

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:

Organisational Awareness.
Consulting.
Planning and Organising.
Monitor and Control.
Negotiation.
Oral Communication.
Written Communication.
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.
Interpersonal Relationships.
Service delivery orientation.
Communication.
Action and outcome Orientation.
Conflict Management.
Resilience.
Learning Orientation.
Accountability and Ethical Conduct.
Problem Solving and Analysis.

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KEY PERFORMANCE AREAS:

Administering of general Human Resources functions within the Human Resources Department.
Assist with the Individual Performance Management process within the organization.
Monitor and update the Individual Performance Management System.
Assist with the Probation process within the organization.
Monitor and update the Probation Management System.
Assist with Individual Performance Management and Probation related training.
Assist with projects within the Individual Performance Management System.
Ensure effective and accurate record keeping of individual performance and probation within the organization.
Handling of financial documentation in the Section.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Attention to Detail.
Ability to handle stressful situations.

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, under **Job Portal**. Applicants must register and apply online before **[2024-06-12]** 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.

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.

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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: [2024-06-12] AT 16:30PM