

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Corporate Services
POST DESIGNATION: Recruitment & Selection Officer - George
(Permanent)
WC0943

REFERENCE: Corp T12 01/07/24

Salary: R395880-R513912 (T12)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance.

MINIMUM REQUIREMENTS:

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 drivers license.

COMPETENCIES:

Organisational Awareness.
Consulting.
Planning and Organising.
Monitoring and Control.
Negotiation.
Oral and Written communication.
Change Management.
HR Technology.
Information Management.
Interpersonal Relationships.
Service Delivery Orientation.
Action and outcome Orientation.
Conflict Management.
Resilience.
Learning Orientation.
Accountability and Ethical Conduct.
Problem solving and Analysis.

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.
Handle the administration of recruitment and selection section.
Coordinating monthly inductions.
Handle request for transfers.
Compile Employment Equity reports.

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Compile monthly and annual reports regarding recruitment and selection and other relevant statistics for reporting purposes.

Compile items for Employment Equity Consultative Forum.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Must be willing to work after hours

PROBATION PERIOD: 6 months

ENQUIRIES: Amanda Booysen (044 801 9128)

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 **[2024-07-19]** 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.

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.

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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: [2024-07-19] AT 16:30PM.