

EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES
POST DESIGNATION: ASSISTANT HUMAN RESOURCES OFFICER - REMUNERATION - GEORGE
(PERMANENT)
WC0440777
REFERENCE: 3702378

Salary: R 316 392 – R 410 676 (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

COMPETENCIES:

- Core Professional Competencies - Organisational Awareness, Consulting, Planning & Organising, Monitoring & Control, Negotiation, Oral Communication, Written Communication
- Functional Competencies - Change Management, HR Technology / Information Management, HR Service Delivery, 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 Relationship, Communication, Service Delivery Orientation
- Personal Competencies - Action and Outcome Orientation, Conflict Management, Resilience, Learning Orientation, Accountability & Ethical Conduct, Problem Solving and Analysis
- Management / Leadership Competencies – Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation

KEY PERFORMANCE AREAS:

- Record keeping of staff compliments and variances.
- Open a personal record for each new employee (permanent, temporary, interns, casuals EPWP and other).
- Allocate an employee number to the new employee, salary, post level, post number, appointment date and occupation per appointment letter and/or requisition.
- Compile employee record on the payroll system by capturing a new employee's information.
- Confirm details with the Payroll Section before cut-off of the relevant month of the new appointment.
- Receive salary adjustments from Bargaining Council and process calculated annual scales on Payroll System.
- Assist to process monthly salary notch increases.
- Ensure copies of relevant documentations is kept on employee records.
- Handle enquiries and correspondence from managers, supervisors, officials and external institutions. Compile and report on various statistics.
- Compiling, typing and processing of Human Resources correspondence as required.
- Assist to answer and/or refer enquiries from Auditor-General, external auditors and in the case of forensic investigations.
- Create/update information on post module of payroll system.
- Recording of transfers, promotions, demotions on payroll system.
- Trusted with confidential information of employees.

SPECIAL CONDITIONS ATTACHED TO THE POST:

- Incumbent must be able to prioritise duties as the post entails a variety of different responsible with deadlines.
- Knowledge of HR processes.

VACANCY VAKATURE



PROBATION PERIOD: 6 months

ENQUIRIES: MICHAEL EKSTEEN (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 **[2025-07-23]** 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.

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: [2025-07-23] AT 16:30PM