

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES

POST DESIGNATION: MANAGER: OHS & EMPLOYEE WELLNESS - GEORGE

PERMANENT APPOINTMENT

WC0442391

REFERENCE: 3818803

CLOSING DATE: 2025-10-06 AT 16:30

- Salary** : R 558 948 - R 725 592 per annum T14
- Additional Service Benefits** : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance
- Perks** : Cellphone and Vehicle Allowance (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- A relevant 3-year tertiary qualification in Human Resources Management or related field
- Computer literacy: MS Office
- Valid Driver's License
- 5 - 8 years' relevant experience with supervisory experience

COMPETENCIES:

- Core Professional Competencies: Organisational Awareness, Consulting, Planning and Organising, Monitoring 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 Competencies: Action and Outcome Orientation, Conflict Management, Resilience, Learning Orientation, Accountability and Ethical Conduct, Problem Solving and Analysis
- Management / Leadership Competencies: Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation

KEY PERFORMANCE AREAS:

- Ensure identified OHS risks are mitigated promptly, compliance levels are improved and a culture of safety awareness is fostered among municipal employees.
- Ensure improved employee morale, reduced absenteeism and a supportive workplace culture contributing to sustained performance and well-being of municipal staff.
- Efficient and compliant administration of IOD claims and employee medical surveillance, ensuring fair timely support to affected employees.
- Ensure optimal occupational health and wellness environments by functional internal capabilities across all organisational units of the municipality.
- Ensure the municipality maintains compliant and up to date policies aligned with legislative requirements and strategic objectives.
- Ensure a coordinated and collaborative approach to employee wellness and occupational health and safety across the municipality.

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- Ensure the Section contribute positively towards meeting the people management objectives at the municipality.
- Ensure accurate financial control regarding training interventions.
- Ensure contractual terms and conditions entered into and agreed to be complied with.
- Ensure that accurate information is prepared in relation to risk reporting in the Section contributing positively towards meeting the objectives of good governance practices at the municipality.
- Ensure that proper reporting procedures are executed.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Office-based with possible extended hours during peak reporting periods.
- May require local travel within the municipal jurisdiction.
- The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to perform additional duties or responsibilities which fall within the ambit of the job description, or in accordance with operational requirements.

ENQUIRIES: B CASSIM (044 801 9170)

PROBATION PERIOD: 6 months

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, under **Job Portal**. Applicants must register and apply online before **06 October 2025** at **16:30 pm**.

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 may lead to disqualification:

- Applicants who attempt to gain favour with any members of the selection panel or any other employee or councillor for that matter, will be disqualified.
- Applicants who intentionally misrepresent information in pursuit of their own benefit will also be disqualified.

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- According to the Local Government Municipal Staff Regulations (Gazette no. 45181), a person who was dismissed from a Municipality for any reason stated in Annexure E of the said Regulations, may not be employed in any Municipality before the period set out in the Annexure, has expired (refer to Local Government Municipal Staff Regulations: Annexure E).
- Late applications will not be accepted.
- Candidates who do not adhere to the instructions for pre-liminary evaluation, practical assessment and interviews will be disqualified.

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: 2025-10-06 at 16:30 PM