

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES

POST DESIGNATION: ASSISTANT HUMAN RESOURCES OFFICER: RECRUITMENT & SELECTION - GEORGE

PERMANENT APPOINTMENT

WC0440776

REFERENCE: 3872869

CLOSING DATE: 2025-10-29 AT 16:30 PM

Salary	: R 316 392 – R 410 676 per annum (T10)
Additional Service Benefits	: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- A relevant 3 -year tertiary qualification in Human Resources Management or related field
- Valid driver's license
- Computer Literacy (MS Office)
- 0 - 2 Years relevant Human Resources experience required

COMPETENCIES:

- Core Competencies: Organisational Awareness, Consulting, Planning and Organising, Monitoring and Control, Negotiation, Oral and written communication
- Functional Competencies: Change Management, HR Technology/ Information Management, HR Service Delivery
- Public Service Orientation Competencies: Interpersonal Relationships, Service Delivery Orientation

KEY PERFORMANCE AREAS:

- Administering of general Human Resources functions within the Human Resources Department
- Perform the full administrative function pertaining to the recruitment and selection of staff from
- Advertising of posts to issuing of appointment contracts
- Deal with enquiries from directorates, staff, and the public
- Maintain a high level of confidentiality
- Administering of relevant Service Benefits
- Responsible for supervision of subordinates

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must be willing to work after hours

ENQUIRIES: Amanda Booysen (044 801 9215)

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 **29 October 2025** at **16:30pm**.

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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.
- 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 evaluations, 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.

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