

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: CORPORATE SERVICES**

**POST DESIGNATION: ASSISTANT HUMAN RESOURCES OFFICER: EMPLOYEE WELLNESS - GEORGE**

**PERMANENT APPOINTMENT**

**WC0442082**

**REFERENCE: 4211959**

**CLOSING DATE: 2026-07-01 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.
- Computer Literacy
- 0-2 Years relevant experience required.
- Valid driver's License.

### 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 & Development, Occupational Health & 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:

- Coordinate the employee assistance program and awareness programs e.g. HIV/ AIDS, substance abuse.
- Receive referrals from line managers relating to frequent absenteeism for counselling/rehabilitation.
- Identifying the reason for being absent from work frequently.
- Develop and implement an alcohol and substance abuse policy.
- Follow the progress of each employee who came for counselling.
- Counsel and support staff experiencing personal and coping problems.
- Co-ordinates training dealing with personal well-being, for example alcohol abuse, stress handling and HIV / AIDS.
- Co-ordinates the smoking policy of the council.
- Assist with the incapacity procedure, by referring staff for medical assessment.
- Supports all role players involve in sexual harassment cases.
- Provides information to staff members on access to external social welfare programs.
- Facilitate and co-ordinate staff referral for assistance.

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## **SPECIAL CONDITIONS ATTACHED TO THE POST**

- Only with experience one learn to know the employees and certain issues they experience and how to deal with it.
- This post is the contact between external parties (pension, medical aid funds, FNB Home Loans, Bargaining Council, etc.) in dealing with employee benefits and conditions of service.
- The incumbent must be able to priorities duties as the post entails a variety of different responsible with deadlines.
- Knowledge of HR processes (appointments, service exits, policies, etc.) and retirement fund and medical aid fund rules and regulations as well as FNB Home Loan requirements.

**ENQUIRIES: Francois Michaels (0448019156)**

**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](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **2026-07-01 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 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.

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- 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.

**CLOSING DATE: 2026-07-01 AT 16:30PM**