

# MANTSOPA LOCAL MUNICIPALITY



**MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT, ENCOURAGE SUITABLY QUALIFIED AND EXPERIENCED INDIVIDUALS IN THE UNDERMENTIONED POSITIONS TO APPLY. AUTOMATICALLY GIVE CONSENT TO THE MUNICIPALITY TO CONDUCT REFERENCE CHECKS AND VERIFICATION OF QUALIFICATIONS**

## **DEPARTMENT OF CORPORATE SERVICES**

### **MANAGER ADMIN AND LEGAL**

**Salary: R340 501, 78 post level 1**

#### **Benefits of the position:**

Pension / Provident fund, Medical Aid, 13<sup>th</sup> Cheque, leave and Car allowance

#### **Requirements:**

- Grade 12 and LLB or Degree in Human Resources with Industrial Relations as a module or equivalent qualification
- Knowledge and understanding of archives.
- Good understanding and maintenance of BLUE filing system
- Ability to administer litigation matters and liaise with service providers on matters in the courts of law.
- Registration with a relevant professional body is a prerequisite and a 3-5 year's work experience.

#### **Key Performance Areas:**

- Provision of an effective administrative service to core service delivery functions by amending, adjusting and reviewing and participating in the design, development and implementation of information technology infrastructure and application platforms capable of effective circulation, response, storage and retrieval.
- Co-ordinates and control procedures and research sequences associated with disciplinary and grievance cases and enquires
- Interpreting the nature of the case through studying of literature / transcripts from enquires.
- Engaging the services of the Legal Practitioner and briefing / outlining investigational findings
- Procedural and substantive issues and mitigating factors to support a favourable outcomes
- Presenting the case
- Calling and questioning witnesses and presenting closing arguments
- Analysing evidence and interpreting the applicability of specific policies and procedures.
- Prepare and represent the municipality in cases referred for Conciliation / Arbitration
- Preside on disciplinary matters handled internally

## HUMAN RESOURCES OFFICER

**Salary: R177 329,46 post level 5/4**

**Benefits of the position:**

Pension fund, Medical aid, 13<sup>th</sup> Cheque, leave

**Requirements:**

- Grade 12 or B. Admin degree in Human Resources management plus three years relevant generalist experience in Human Resource environment. Computer literate Ms Word / Excel and Power Point. Knowledge of HR system, (preferable HR modules). Valid driver's license

**Key Performance Areas:**

- Must be knowledgeable in administration of staff recruitment, selection, employee records and employee benefits. Throughout knowledge of HR practices, legislation, and policies applicable to Human Resources.
- Good interpersonal and communication skills. Ability to interpret HR policies, and legislations. Ability to deal with confidential information. Ability to write submissions, reports, and HR correspondences. Good computer skills. Be able to work independently long hours and under pressure when necessary to meet deadlines.
- Executes internal and external recruitment and selection of personnel, organizational structure and job descriptions.
- Administer and prepare for short listing, interviews, appointment, induction, probation and terminations of employment contracts,
- Administer proper filing system and procedures for employees and HR records,
- Responsible for the administration of employee and benefits, i.e leave, pension, medical aid, funeral, injury on duty and housing loans.
- Provide training and advisory in the application of employee benefit.
- Prepare and provide relevant Human Resources reports to the HR Manager.
- Arranging and interpreting information to formulate summaries and conclusions on specific dimensions of Human resources within the municipality,
- Report to the relevant committee regarding trends and market related challenges in order to improve benefits of employee.
- Develop, train and implement HR policies.
- Serve as a Secretary of all HR Committees, sub-committees

## HUMAN RESOURCES CLERK

**Salary: 135 719,26 post level 7/4**

**Benefits of the position:**

Pension fund, medical aid, 13<sup>th</sup> cheque, leave

**Requirements:**

- Grade 12 or N6 in Human Resources management. Three year National Diploma in Human Resources Management will serve as an advantage
- Knowledge of all HR functions performed in the Municipal environment.
- Good communication skills, leadership and supervision qualities.
- Computer literate and fluent in South Sotho, English and knowledge of Afrikaans
- Ability to perform individually and under pressure.

**Key Performance Area:**

- To provide support on the implementation of employment equity policy
- To compile and prepare the draft advertisement and placing as per instruction
- Filing of correspondence / official documents, to upkeep the personnel files and ensure compliance with the human resources policy.
- Administration of employee benefits and compensation

## COMMITTEE OFFICER

**Salary: R177 329.46 post level 5/4**

**Benefits of the position:**

Pension fund, Medical aid, 13<sup>th</sup> Cheque, leave

**Requirements:**

- Grade 12 and B.Admin degree and relevant experience
- Good communication skills, leadership and supervision qualities.
- Computer literate and fluent in South Sotho, English and knowledge of Afrikaans
- Ability to perform individually and under pressure.
- A valid driver's license

**Key Performance Area:**

- Compiling of agendas and minutes for the council; standing committees and other forum meetings
- Taking minutes during departmental, LLF and Sub committees meetings
- Distribution of minutes and agendas
- Receive and check items for section 79 committees
- Retrieve committee resolutions, minutes and correspondence,
- Ensure that minutes are signed for filing
- Refer items of standing and ward committees to EXCO meeting
- Ensure that section 79 committees meetings convene

## DEPARTMENT OF COMMUNITY SERVICES

### TOWN PLANNER

**Salary: R340 501,78 post level 1**

**Benefits of the position:**

Pension fund, Medical Aid, 13<sup>th</sup> Cheque, leave and Car Allowance

**Requirements of the post:**

- B degree in Town and Regional Planning
- Registration as a professional planner in accordance with the Planning Professions Act 32 of 2002
- Good understanding of Spatial Development Framework
- Relevant developmental planning experience of 3-5years

**Key Performance Area:**

- Keeping abreast with changes in socio-economic trends, environmental demands and legislation impacting and influencing developmental planning,
- Manages key processes, applications and requirements related to Developmental Plans, integrated development frameworks and spatial frameworks by executing appropriate applications or assessing, analysing and synthesizing relevant information to support detailed physical planning.
- Identifying and establishing potential project teams and consultants and formulating the project brief.
- Conceptualizing the content, process and methodology in respect of executing the plan and interacting with key stakeholders / role-players to elicit information on specific constraints and concerns
- Manage developmental project management processes associated with the scope, resourcing, implementation, monitoring and communication by formulating the project budget and developing and setting mission critical interventions with regards to implementation, communication strategies and project programmes,
- Establishing and implementing control mechanisms to monitor measure interim final project spend against budget.

- Evaluates and comments on statutory developmental applications by assessing compliance with specific town planning regulations and related legislation and / or input from internal / external commentators.
- Disseminates strategic, functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints by participating in various meetings (council, internal and external forums) and provides comments / opinions on matters affecting or concerning the functionality.

Please forward your CV and covering letter (including three contactable references) and certified copies of qualifications. To the following address:

**Human Resources Management  
Mantsopa Local Municipality  
P O Box 64,  
Ladybrand  
9745**

**Or  
Hand delivery: 38 Joubert Street, Ladybrand, 9745**

Fax and / or E-mail applications will not be considered.

Enquiries can be directed to the HR Manager on telephone: **051 924 0654 / 5**

Fraudulent qualifications, documentation or driver's license from applications will immediately be disqualified. A candidate / applicant who canvasses any Councillor for preferences will also be disqualified from the selection process or from appointment. The Municipality reserves the right to appoint or not to appoint.

**CLOSING DATE: 08 September 2017**

**TP MASEJANE  
MUNICIPAL MANAGER**