

MANTSOPA LOCAL MUNICIPALITY



MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT, AND NEED TO APPOINT SUITABLY QUALIFIED AND EXPERIENCED PEOPLE IN THE UNDERMENTIONED POSITION. AUTOMATICALLY GIVE CONSENT TO THE MUNICIPALITY TO CINDUCT REFERENCE CHECKS AND VERIFICATION OF QUALIFICATIONS.

EXTERNAL ADVERTISEMENT

DEPARTMENT OF CORPORATE SERVICES

HUMAN RESOURCES CLERK – RE-ADVERTISEMENT

Salary: R135 719, 26 per annum (Post level 7/4)Permanent post plus

Benefits of the position:

Pension / Provident fund,
Group fund,
Medical aid,
13th cheque,
Annual leave.

Requirements of the post

- Grade 12 Certificate & three year National Diploma in Human Resources will serve 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.
- Filling correspondence or official documents, to upkeep the personnel files and ensure compliance with the human resources policy.

- Administration of employee benefits and compensation.
Please forward your CV and covering letter (including three contactable references) and certified copies of qualifications to the following address:

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

Or

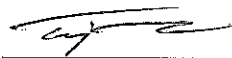
Hand deliver: 38 Joubert Street, Ladybrand, 9745.

Fax and E-mail applications will not be considered.

For Enquires contact the HR Manager: Ms. L Ntsepe on telephone: (051) 924 0654 / 5

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

CLOSING DATE: 05 JANUARY 2018



**TP MASEJANE
MUNICIPAL MANAGER**