



Applications are hereby invited from suitably qualified and experienced persons for the following positions

1. **Post:** **HUMAN RESOURCES MANAGER**  
**Salary scale:** **Negotiable**  
**Requirements:** A tertiary qualification or equivalent. (NQF level 6)  
**5-6 years experience** Human Resources Management  
Good working knowledge of the legislative environment in Human Resources  
Good understanding of such legislative environment  
Good negotiation skills  
Good report writing skills.  
Good analytical skills  
Provide leadership to subordinates.  
A valid drivers licence.  
Ability to multitask  
Detail oriented  
Good organizational skills  
Excellent communication and interpersonal skills  
Results oriented  
Self Driven  
Passion for work
- Main duties:**  
**Human Resources Management**  
**Planning**  
Researches and provides input in developing strategic plans for the Human Resources functionality  
**Budgeting**  
Formulate and manage the budget for Human Resources.  
**Conditions of Employment and Policies, Procedures and systems**  
Manage the organisation change and development in Departments and serviced through the implementation of specific procedures.  
**Communication**  
Supports the implementation of communication strategies and controls the Human Resources information needs and requirements in the Departments.  
**Specific Human Resources Functions**  
**Job Evaluation and remuneration**  
Plans, leads and directs the Job Evaluation and Remuneration process  
**Training and development**  
Manages the Training and Development functionality within Departments and the Human Resources Section  
**Recruitment and Selection**  
Manages and controls the application of policies and procedures associated with Recruitment and Selection.  
**Performance Management**  
Implements specific interventions associated with appraising and managing performance levels.  
**Employee Relations**  
Manages and controls procedures and process aspects associated with maintaining employment relationships and industrial peace in the Directorates.  
**Payroll and leave administration**  
Responsible for the administration systems, processing and other activities involved in providing a payroll and leave service to the organization.  
**Occupational Health and Safety**  
Manages and controls the key requirements associated with the implementation of provisions detailed in the Occupational Health and Safety Act.  
**Organisational Development**  
Provision of integrated organisational development service to the Directorates and HR Section.  
**Employee Assistance program**  
Manage and control the key requirements associated with the implementation of provisions detailed to EAP.  
**Administration and general**

2. **Post:** Risk Management Officer  
**Salary Scale:** Negotiable  
**Requirements:** An appropriate B degree or equivalent NQF level 6 qualification in Risk Management/Accounting/Auditing  
4 years' experience in a Local Government environment (preferable in a Risk Management Environment)  
Basic drivers licence  
Knowledge of the applicable financial legislation within government (MFMA, SCM regulations)  
Must be able to communicate in at least two of the official provincial languages.  
Effective organizing and management skills  
Membership to the Institute of Risk Management will be an added advantage  
Ability to communicate at all levels with excellent listening skills  
Computer literacy (Excel, Word, Outlook, etc.);
- Main duties:** \*Develop, implement and revise the Municipality's Risk Management policies and procedures \*Develop/review appropriate risk methodologies for the municipality  
\*Facilitate and coordinate risk identification and assessment process at a strategic and operational level \*Maintain risk register \*Report to the Audit Committee and Fraud and Risk Management Committee in predetermined format and content \*Develop and as assist management in design and implementation of internal controls to mitigate all risks including fraud risks \*Define and deploy fraud prevention and detection techniques and systems \*Monitor the implementation of controls and actions committed to by management \*Integrate processes with internal audit to identify and assess risks.

The successful applicants will qualify for normal fringe benefits offered by a local authority, further details of which are available from the Human Resources Officer: Recruitment and Selection (Mrs. H.C. Wessels) of the Municipality at 049 8075702.

All applicants must complete the official Dr Beyers Naude Local Municipality application form which must be accompanied by a detailed curriculum vitae plus certified copies of all qualifications of applicants and at least two recent testimonials which must reach the Human Resources Officer, (Mrs.H.C.Wessels) at Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280 not later than Friday, 9 March 2018.

Late, faxed or emailed applications will not be considered.

The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies.

Applicants who have not been contacted within six weeks from the closing date should consider themselves unsuccessful.

Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant.  
The Council reserves the right to recover the cost of this advert from any candidate who, after appointment, declines such appointment. Council reserves the right not to fill the vacancy.

**DR E.M. RANKWANA**  
**MUNICIPAL MANAGER**

**P.O. Box 71**  
**Graaff-Reinet**  
**6280**

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**NOTICE NO: 09/2018**