



MKHONDO

LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging positions of

DEPARTMENT: CORPORATE SERVICES

DIVISION: HUMAN RESOURCES

SENIOR CLERK: HUMAN RESOURCES RECRUITMENT AND SELECTION

Ref: SCHRRS/8/21

MINIMUM REQUIREMENTS

- Grade 12
- 3-Years National Diploma in Human Resources Management or equivalent relevant qualification
- Valid Drivers License
- Computer Literacy-Office applications
- 2 years relevant experience

OTHER REQUIREMENTS

- Communication Skills (Written and Verbal)
- Good Supervision skills
- Must be able to work independently
- Good Conflict Handling Skills
- Must be able to work under pressure
- Be willing to travel when required

RESPONSIBILITIES

- Receive request to fill vacancies together with job description from other department.
- Create advert for the positions to be advertised.
- Arrange Shortlisting panel
- Conduct interviews with applicants within the ambit of the Appointment Policy.
- Prepare applicable Human Resources and backgrounds questions.
- Combine all scorecards after all interviews are conducted and compile a recommendation and motivation to the Municipal Manager for approval for the appointment of the successful Applicant, within the applicable salary scales.
- Conduct reference check for the successful candidates.
- Continuously Review and update the Organogram and Job Descriptions.
- Prepare Appointment Letters
- Prepare any temporal fixed term contract
- Conduct induction for all the successful candidates.
- Submit all necessary documents to Senior Human Resources Admin Clerk and Human Resources Officer for Salary inputs.
- Prepare and Implement an employment Equity plan, setting out the affirmative action measures they intend taking to achieve the employment Equity goals.

Remuneration: Level 6 (R299 515 pa excluding benefits)

CLOSING DATE & TIME 04 JUNE 2021 @14h00

Enquiries: Mr. Wandile Ngwenya 017 2850 200

To apply:

Please forward your application on the form “Application for Employment” that can be obtained from our offices or on the Municipal website, concise CV together with original certified copies (not older than three months) of all relevant qualifications, Identity Document and Valid Driver’s License with at least three contactable references to

Hand delivery

or

Post

Senior Manager: Human Resources
Civic Centre
Corner Mark and De Wet Street
Piet Retief
2380

Senior Manager: Human Resources
Mkhondo Local Municipality
P.O. Box 23
Piet Retief
2380

Failing to sign the “Application for employment” form will constitute an automatic disqualification

Note: Correspondence will be conducted with short-listed candidates only

No faxed or e-mailed applications will be accepted

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipal is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

Mkhondo Local Municipality reserves the right not to make an appointment.

**M KUNENE
MUNICIPAL MANAGER**