



MAMPOI STREET, OLD PARLIAMENT BUILDING, PRIVATE BAG X810, WITSIESHOEK 9870, SOUTH AFRICA
☎: +27 (58)-718 1036 ☏: +27 (58)718 1069, mateane.tm@lg.fs.gov.za

HUMAN RESOURCE ADMINISTRATOR

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)
The Human Resource Administrator is responsible for providing support in the various human resources functions, which include recruitment, staffing, training and development, performance Monitoring and employee counselling.

QUALIFICATION

A relevant tertiary qualification. (NQF Level 5)
Computer Literacy – MS Office Applications
Reasons for essential
The coordinative and reporting dimensions associated with this post necessitate understanding of the applications of procedures rules and regulations.
Experience Relevant generalist experience in Human Resources (1--3 years).

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems Encountered in carrying out the responsibilities.)

1. Provide support to supervisors and staff to develop the skills and capabilities of staff.

Main Activities

- Ensure that accurate job descriptions are in place
- Provide advice and assistance with writing job descriptions
- Provide advice and assistance when conducting staff performance evaluations
- Identify training and development opportunities
- Process employee requests for outside training while complying with policies and procedures
- Provide advice and assistance in developing human resource plans
- Provide staff orientations
- Access funding for training and write proposals

2. Monitor staff performance and attendance activities.

Main Activities

- Monitor daily attendance.
- Investigate and understand causes for staff absences.
- Recommend solutions to resolve chronic attendance difficulties.
- Provide basic counseling to staff who have performance related obstacles.
- Provide advice and recommendations on disciplinary action

3. Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.

Main Activities

- Provide advice and assistance to supervisors on staff recruitment
- Prepare notices and advertisements for vacant staff positions.
- Schedule and organize interviews
- Participate in applicant interviews
- Conduct reference checks on possible candidates
- Prepare, develop and implement procedures and policies on staff recruitment
- Inform unsuccessful applicants
- Conduct exit interviews

4. Provide information and assistance to staff, supervisors and Council on human resource and work related issues.

Main Activities

- Develop and implement a human resources plan and personnel management policies and procedures
- Promote workplace safety.
- Provide advice and assistance to staff and management on pay and benefits systems
- Explain and provisions of the personnel policy.
- Explain employment standards and legislation such as workers compensation, labourstandards and Fair Practice Act.
- Organize the transitional provisions of employee compensation, pay and benefits when positions are transferred or new positions are funded through contribution agreements and other special funding arrangement
- Maintain the administration of leave according to the policy

5. Perform other related duties as required

Post Level 7 of a grade 11 Municipality

Please note:

1. Fraudulent qualifications, information or documents will disqualify any applicant.
2. Canvassing is prohibited and will disqualify any applicant.
3. Faxes and e-mails are not accepted.
4. All applicants are subjected to vetting.
5. Applications are invited from all suitable candidates by submission of a cover letter clearly identifying the position for which you are applying together with your CV, qualifications and all other documents that would help in making our decision.
6. All the positions advertised are based in Phuthaditjhaba Qwaqwa, please note that the Municipality has a right to fill or not to fill the positions advertised. Correspondence will only be entered into with short-listed candidates. If you do not hear from the Municipality within 3 months of closing of these advertisements please accept that you have not considered for appointment

Applications with comprehensive CV's and certified copies of qualifications should be forwarded to:

**Human Resources Manager
Thabo Mofutsanyana District Municipality
Private Bag X810, Witsieshoek 9870
OR**

Handed in at the Human Resources component of the Department of Corporate Services, Room 210 Old Parliament Building.

For administrative enquiries please contact Mr N.K Rens at (058) 718 1025.

Closing Date: 5 July 2013

**Mr Bennett Molotsi
Municipal Manager**