

OVERBERG DISTRICT MUNICIPALITY



The **OVERBERG DISTRICT MUNICIPALITY**, with its Head Office in Bredasdorp, located in the Overberg region of the Western Cape, currently offers the following career opportunity in the Directorate: Corporate Services, to a suitable qualified person to render a comprehensive Human Resources Management function.

HEAD: HUMAN RESOURCES (BREDASDORP)

Requirements:

- Appropriate tertiary qualification: B Degree in Human Resources Management or equivalent (NQF 7)
- Compliance with the Municipal Minimum Competency requirements, as laid down in Government Notice R493, dated 15 June 2007, or alternatively as per the exemption as laid down in the Government Gazette 40593, dated 3 February 2017.
- At least 5 years relevant Human Resources Management experience in a local government environment
- Knowledge of relevant legislation, collective agreements policies, procedures and guidelines
- Effective communication and interpersonal skills
- Language proficiency and excellent communication, presentation, and facilitation skills in at least two of the three official languages of the Western Cape.
- Valid Code EB Driver's Licence
- Registration with a recognised Human Resources Professional body will be advantageous.

Duties:

- To effectively manage and direct the Human Resources Department, staff and budget and accordingly report to the Senior Manager: Corporate Services.
- Develop and implement human resources administrative services to ensure efficient administrative processes are in place to render a quality human resources service.
- To guide and manage the recruitment and selection process in order to provide quality recruitment and selection services to the organisation
- To co-ordinate training and development in the organisation, monitor training interventions and ensure implementation of the function in accordance with organisational objectives, strategies, and legislation.
- To ensure compliance with the Employment Equity Act and Employment Equity Plans and reporting, implementing, and maintaining numerical targets
- To ensure an effective and efficient labour relations support function and compliance with relevant labour legislation, collective agreements, and Council's policies.
- To render occupational health and safety services by co-ordinating health and safety precautions within the municipality to ensure compliance with relevant legislation
- Co-ordinate the Employee Assistance Program, provide information and guidance to management and to assist employees
- Maintaining the organisational structure and job grading of posts
- Review human resources policies and procedures on a regular basis thereby ensuring compliance with applicable legislation and collective agreements.

Remuneration: T14 = R418 344 - R542 988 / T15 = R482 304 – R626 004 per annum plus the normal fringe benefits of a Local Authority.

Closing date: 20 September 2021

Application forms are available at all ODM offices and on the Municipal website www.odm.org.za. Completed application forms and/or CV are to be returned by e-mail to Riël Hugo and Associates, e-mail r.hugo@mweb.co.za.

Certified copies of qualifications must be attached to applications. Applications with no proof of requirements will not be processed. For any enquiries in this regard you can phone Mrs L Potgieter on (028) 425 – 1157.

Overberg District Municipality is an Equal Opportunity employer. Candidates from designated groups are encouraged to apply.

If no notification is received within 90 days after the closing date, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved. Canvassing will disqualify any candidate from being considered for appointment.



<https://www.facebook.com/OverbergDM>
apply



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