



Overberg District Municipality

VACANCIES

The **Overberg District Municipality** has the following vacancy in the Directorate Corporate Services, Department Human Resources to be filled as soon as possible.

HUMAN RESOURCE OFFICER: RECRUITMENT & SELECTION AND EMPLOYMENT EQUITY

Requirements: • Degree or diploma in human resource management • Five (5) years' experience in human resources, of which three (3) years should have been in recruitment and selection and two (2) years as an employment equity administrator • Valid code B driver's licence • Computer literacy • Applicants must be literate in at least two of the three official languages of the Western Cape.

Duties: • Responsible for coordinating and controlling all recruitment and selection procedures • Responsible for employment equity administration and reporting • Participate in discussions and committees related to recruitment and selection involving the relevant departments • Coordinate procurement administrative processes and monitor expenditure against recruitment and selection votes • Responsible for document processing and recordkeeping • Information gathering and statistical reporting for various reports • Responsible for maintenance of the staff establishment.

Remuneration: T11 = R289 344 – R375 576 per annum plus the normal fringe benefits of a local authority (subject to TASK evaluation).

TEMPORARY: HR PRACTITIONER (LABOUR RELATIONS, OH&S AND EAP)

Requirements: • Three-year (3-year) tertiary qualification in human resource management • Five (5) years' experience in a human resources management environment • Valid code B driver's licence • Computer literacy • Applicants must be literate in at least two of the three official languages of the Western Cape.

Duties: • Conduct preliminary investigations of allegations of misconduct and recommend appropriate action • Prosecute in all municipal disciplinary hearings • Represent Council in the South African Local Government Bargaining Council conciliations, arbitrations, CCMA, Labour Court • Advise management and staff on grievance and disciplinary processes • Ensure that the municipality complies with labour legislation • Represent the employer in incapacity hearings • Liaise with management, employees, and unions to keep them informed regarding labour relations matters • Implement the provisions of the OHS Act, OHS Regulations and health and safety standards • Conduct regular inspections of every workplace and equipment for compliance with general and specific standards relating to the Occupational Health and Safety Act • Facilitate and coordinate health and safety risk assessments by an approved inspection authority • Anticipate, identify and evaluate safety hazards or conditions arising from municipal workplaces • Report accidents to the Department of Labour as required in terms of Section 24 of the OHS Act • Establish and review guidelines and effective measures relating to OHS • Provide input in formulating OHS-related policies, procedures and guidelines for approval by Council • Administer claims for compensation with regard to injuries on duty and occupational diseases for medical costs and for permanent disablement or pension • Administer an Employee Assistance Programme to ensure the overall well-being of employees.

Remuneration: T12 = R341 580 – R443 376 per annum plus the normal fringe benefits of a local authority.

CLOSING DATE: 04 FEBRUARY 2022.

Application forms are available at all ODM offices. Completed application forms, accompanied by CVs and certified copies of required documents, are to be returned to the Human Resources Section, Private Bag X22, Bredasdorp 7280. Applications with no proof of requirements will not be processed. For any inquiries in this regard you may contact Mrs S Mdewu at 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.