

# OVERBERG DISTRICT MUNICIPALITY



The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancy in the Directorate: Corporate Services, Department Human Resources, to be filled permanently as soon as possible.

## **SENIOR ADMINISTRATOR: HUMAN RESOURCES (1 X BREDASDORP)**

**Requirements:** Grade 12. Two (2) to five (5) experience in a Human Resources environment. Computer literate (Microsoft Word, Excel, PowerPoint, HR-related systems). Code B Drivers Licence. Sound writing, administrative, interpersonal and communication skills. Knowledge of relevant legislation with specific reference to the Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act and Collective Agreements concluded in the Bargaining Council. Good Human Resources Management administration skills. Applicant must be literate in at least two of the three Official Languages of the Western.

**Other requirements:** Perform complex administrative functions which require specialised knowledge and operates under limited supervision.

**Responsibilities/ Duties:** The incumbent will be responsible to co-ordinates administrative requirements associated with the Human Resources functionality. Collates and prepares qualitative and quantitative information for inclusion into specific statutory reports. To support main job functions in Human Resource Services and to ensure a quality human resource administrative support service delivery. To support main job functions in Human Resource Services and to ensure an effective salary/wages preparation services delivery. To support main job functions in Human Resource services and to ensure a quality Medical Aid administration service delivery. To support main job functions in Human Resource services and to ensure a quality Pension/Retirement Fund administration service delivery. To render a service to pensioners regarding continued medical aid fund membership. Administration relating to termination of service in terms of Unemployment Act. Administer long service certificates. Deliver quality human resource administrative support service.

*The competency level for this position is a level 2 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.*

Core Competencies	Professional	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"> <li>• Written and Oral communication</li> <li>• Attention to detail</li> <li>• Influencing</li> <li>• Ethics and Professionalism</li> <li>• Organisational Awareness</li> <li>• Problem Solving</li> <li>• Planning and Organising</li> </ul>		<ul style="list-style-type: none"> <li>• Business processes</li> <li>• Use of technology</li> <li>• Data processing &amp; Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal Relationships</li> <li>• Communication</li> <li>• Service delivery orientation</li> <li>• Client orientation and Customer focus</li> </ul>	<ul style="list-style-type: none"> <li>• Action orientation</li> <li>• Resilience</li> <li>• Change readiness</li> <li>• Cognitive ability</li> <li>• Learning Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Impact and influence</li> <li>• Team Orientation</li> <li>• Direction setting</li> <li>• Coaching and mentoring</li> </ul>

**Job related enquiries:** Ms S Mdewu at (028 425 1157)

**Salary:** T-10 = R 270 912 – R 351 636 per annum plus the normal fringe benefits of a Local Authority.

**Closing date: 04 August 2023**

All applications must be submitted on the prescribed ODM application form, (found on [www.odm.org.za](http://www.odm.org.za)) together with a detailed CV, certified copies of original qualifications, ID document and driver's licence, the names of three references from current and previous employers including their current e-mail addresses. All documents are to be returned to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Anita August or emailed to [aaugust@odm.org.za](mailto:aaugust@odm.org.za). Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

**Please note:**

1. Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, including those with disabilities, are encouraged to apply.
2. It would be expected of candidates to be subjected to evaluations and that previous and current employers, as well as references, will be contacted. Verification will be done on qualifications, criminal and credit records.
3. Overberg District Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
4. If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved by council.
5. The permanent appointment includes the signing of an employment contract, declaration of interest and performance agreement.
6. The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.



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



Disabled people are encouraged to apply