

DIRECTORATE: CORPORATE AND SHARED SERVICES

POSITION : PERSONNEL OFFICER (HRM)
SECTION : HUMAN RESOURCES MANAGEMENT
REFERENCE : CSS/PO/06/11/24
REMUNERATION : IN ACCORDANCE WITH JOB LEVEL 4 OF
MERAFONG CITY LOCAL MUNICIPALITY (R 539 011.89 PER ANNUM,
EXCLUDING BENEFITS)

REQUIREMENTS: Grade 12 • Tertiary qualification in Human Resources Management/Personnel Management/ or Bachelor Degree in Human Resources/• 8 years or more relevant experience covering a broad range of human resources functions; and At least 3 years supervisory experience. • Computer Literacy : MS Word • Valid Drivers License

RESPONSIBILITIES: • Leading and managing personnel functions, including recruitment, employee benefits and wellness. • Developing and implementing HR strategies, policies and procedures. • Manage and control the Recruitment and selections processes • Administering benefits, compensation and ensuring compliance with labour law, regulations and collective bargaining agreements • Analyse HR metrics, trends and benchmarking data and providing coaching, guidance and support to managers and employees • Providing guidance on employment law, regulations and best practices. • Managing employee data, records and reporting • Analysing statistical information pertaining to staff attendance/ absenteeism, overtime, lost time due to incidents and downtime and proposing specific remedial measures aimed at improving productivity and reducing personnel related costs. • Collaborating with management on workforce planning, and succession planning. • Maintains a leave record system through opening of employee records and entering all leave forms and transactions such as leave taken/capitalized/accrued to ensure accuracy. • Developing and managing budgets for HR initiatives • Supervises and or co-ordinates various Human Resources staff; • Manage HR programs and projects; including resources (staff, assets, budgets).

COMPETENCIES: Core Professional Competencies •Organisational Awareness •Consulting Planning and Organising •Monitoring and Controlling •Oral and Written Communication **Functional Competencies:** HR Technology / Information Management •Strategic HR Management •HR Service Delivery **Workforce Planning Public Service Orientation Competencies:** Interpersonal Relationships • Service Delivery Orientation • Customer Orientation and Customer Focus • **Personal Competencies:** Action Orientation • Resilience • Change Readiness • Problem Solving .