



MERAFONG CITY LOCAL MUNICIPALITY

Merafong City Local Municipality hereby invites applications from suitable qualified and experienced candidates for appointment to the following position:

RE-ADVERTISEMENT INTERNAL/EXTERNAL DIRECTORATE: CORPORATE AND SHARED SERVICES

POSITION	: MANAGER HUMAN CAPITAL
SECTION	: HUMAN CAPITAL MANAGEMENT
REFERENCE	: HR/1/05/2025
REMUNERATION	: IN ACCORDING WITH JOB LEVEL 1 OF MERAFONG CITY LOCAL MUNICIPALITY (R 887 238.90 PER ANNUM, EXCLUDING BENEFITS)

REQUIREMENTS Grade 12 • B-Degree in Human Resource Management or related field (NQF)7 TO Human Resources environment • Meeting minimum competency Levels in terms of Gazette 29967, will be an added advantage • Valid code 08 Drivers Licence • 8 years considerable experience in Human Resources management • At least 3 years supervisory experience • Experience in payroll administration and management • Registration with IMPSA/SABPP will be an added advantage • High level of computer literacy (office Practice) • Sound knowledge and understanding of all applicable legislation including the Municipal Finance Management Act , Amended Municipal Systems Act, Municipal Structure Act, Municipal Finance management Act, etc • Must be able to work irregular hours and overtime when necessary.

RESPONSIBILITIES: Forward planning and Human Resources Strategy Alignment, by:- Researches and develops strategic and short time for the Human Resources functionality • Human Resources Management functions:- Policies procedures and systems- Managers and controls organizational change and development through the formation of policies and procedures and forwards/presents to the Executive Director: Corporate and shared services and/ or Council committees • Communication – Implements Human Capital communication strategies aimed at creating awareness and/or seeking acknowledgement • Employee Relations by:- Manages and control procedures and processes associated with maintaining employment relations and Industrial peace • Human Resources management by:- Information management and Record keeping •Manages the scope and procedural administrative requirements and reporting deadline associated with the functionality • Implementation of HR policies systems and procedures • Development and implementation project specific HR processes • Manage Recruitment and contracting processes • Manage the onboarding and offboarding of staff • Support the project team

with performance management and Labour relations • Directing and controlling Key Performance Indicator and outcomes of personnel within the HR section

CORE PROFESSIONAL COMPETENCIES: Organisational Awareness – Consulting – Planning and Organising – Monitoring and Control – Negotiation – Oral Communication – Written Communication **Functional Communication:** Change management – HR Technology/Information Management – HR Services Delivery – Strategic HR Management – Talent Management – Workforce Planning – Compensation and Benefits Management **Public Service Orientation Competencies:** Interpersonal Relationships – Communication – Services Delivery Orientation **Personal :** Action and outcome Orientation – Conflict Management – Resilience – Learning Orientation – Accountability and Ethical Conduct – Problem Solving and Analysis **Management:** Direction Setting – Impact and Influence – Coaching and Mentoring – Team Orientation



Please note that within the framework of Council's Employment Equity Plan and in promoting Gender Equality – people living with disability, female and previously disadvantaged candidates are especially encouraged and invited to apply. 