



WATERBERG DISTRICT MUNICIPALITY

Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled persons are encouraged to apply.

DEPARTMENT OF CORPORATE SUPPORT AND SHARED SERVICES

DIVISIONAL MANAGER: HUMAN RESOURCES: POST LEVEL 03

Salary: R236 976 per annum, fixed

Benefits: Normal municipal benefits plus travelling allowance.

Requirements:

A three-year tertiary qualification, preferably in Human Resources Management or equivalent plus three years' experience in Local Government, preferably in Management level, Self-driven, valid driver's license (code 08) and be able to cope with workload pressure.

Knowledge:

Human Resources development and management, government legislation, policies concerning equity and transformation and must have understanding of relevant Human Resources legislations like; BCEA, LRA, EEA, COIDA, SDA, SDLA.

Skills:

Ability to develop and update policies, workplace skills plan; analysis skills; negotiation skills; project management; networking and presentation skills; planning and conflict management.

Key Performance Areas:

- Organisational development and design
- Recruitment and selection
- Skills development and employment equity
- Development and implementation of employee assistance programme and handle occupational health and safety in the workplace
- Manage budget for human resource section
- Employee salaries and benefits
- Management of the human resource section

Applications, accompanied by a comprehensive CV, originally certified copies of qualifications, ID and covering letter that indicate the position you are applying for, must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality cnr Harry Gwala and Church Streets, Room 31. Faxed or e-mailed applications and those without the relevant accompanying documents will be automatically disqualified.

All qualifications and references will be verified.

Further enquiries maybe directed to Mr A.S. Naidoo at tel. no. (014) 718- 3307 during office hours

Closing date: 04 April 2008

Should you not be contacted within 30 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right not to fill the advertised post.

**NC MOTSEPE
MUNICIPAL MANAGER**