



ALFRED NZO
DISTRICT MUNICIPALITY

EXTERNAL ADVERT
VACANT POSITION
NOTICE NO 12/2023/2024

Alfred Nzo District Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. ***People with physical disabilities are encouraged to apply.***



Applicants are hereby invited from suitably qualified persons for the following position:

1. CORPORATE SERVICES DEPARTMENT-HRM

**MANAGER: HUMAN RESOURCES MANAGEMENT & ORGANISATIONAL
DEVELOPMENT**

TASK GRADE: 17

ANNUAL BASIC SALARY R716 243.00 PLUS BENEFITS

STATIONED PLACED: ANDM – EMAXESIBENI MAIN OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 or Matric • Three year Bachelor Degree in Human Resource Management/Public Administration- NQF Level 06 or related field • Membership to relevant professional body for Human Resources Practitioners • Ability to interpret labour legislations • A minimum of 8 years' or more relevant experience covering a board range of human resources functions of which 3 years at middle management level • A valid driver's license and Computer literacy- Office Application.

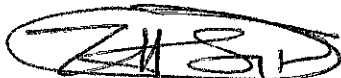
KEY PERFORMANCE AREAS: Provisioning of Strategic Human Resources Services to the Municipality • Managing the development and implementation of HR policies, procedures and processes and Collective Agreements in Sector • Managing the municipalities Skills Development programs through the development and implementation of WSP • Managing and monitoring the effective administration of conditions of services for employees • Managing the effective recruitment and selection within the municipality • Development and implementation of structured Wellness Programs • Managing implementation and coordination of IPMS and Job evaluation • Managing and promotion of sound employer and employee relations.

Closing date: 01 December 2023 @15:00

Please note: Applicants must submit a completed **ANDM Employment Form** obtained from our offices or on our website (www.andm.gov.za) and a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license where applicable. **Applications should be forwarded to the Corporate Services Department, Alfred Nzo District Municipality, ERF 1400 Ntsizwa Street or Private Bag X 511, Mount Ayliff, 4735. Appointment will be subject to appropriate security clearance/criminal record check, a competency as well as reference and qualification checks.** If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful. The council reserves the right not to fill the position. Alfred Nzo District Municipality is an equal opportunity and affirmative action employer and people from designated groups.

LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED

All enquiries should be directed to Mr. S Fikeni: Senior HR Officer Staff Provisioning by telephone at (039) 254 5030/5122.



ZAMILE H. SIKHUNDLA
MUNICIPAL MANAGER