



BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT

NOTICE NR: 120/2023
REF NUMBER: Korp 46/ WC0530952
HUMAN RESOURCES OFFICER: SKILLS DEVELOPMENT OFFICER
DEPARTMENT: CORPORATE SERVICES

SALARY: T12: R28 991.00 PM

R347 891.97 TO R451 583.05 PER ANNUM

PLUS BENEFITS

JOB PURPOSE:

To align and implement the human capital and skills development strategy and objectives through consultation and participation with internal forums/ committees and external Training Authorities/ Skills Development Functions and Services, Employee Performance Appraisal System (EPAS), Employment Equity Plan (EEP) and Employee Assistance Programmes (EAP); analysing and consolidating the Municipality's skills plan and key deliverables and evaluating the quality and adequacy of internal and external interventions with respect to developing the capacity and capability of personnel.

REQUIREMENTS: a relevant 3-year tertiary qualification in Human Resources Management or related field.

SDF Training Course

KEY DUTIES:

Interact and represent the Municipality on aspects related to Education, Training and Development Development of a Workplace Skills Plan (WSP).

Responsible for the implementation of the WSP

Serve as information resource with regard to all aspects of skills development

Conduct training programmes and/or facilitate training interventions by approved training providers

Perform tasks/ activities associated with the administrative and reporting requirements of the skills development function

Administration of municipal bursaries

Coordinate specific procedures associated with the implementation and execution of Employee Performance Appraisal

Perform other related duties as instructed by supervisor

SCOPE OF KNOWLEDGE: Applies a body of theoretical knowledge either broadly or to a specific aspect of the Human Resources function; • Facilitates the implementation of programs, processes and systems. Prepares reports; • Works in conjunction with a Senior Human Resources Professional; • Provides specialist advice to clients; and • Work is monitored and feedback is given while proficiency has been developed and is currently gaining experience.

SKILLS AND ABILITIES REQUIRED: Code B Driver's License *Computer literacy (Office applications) *Proficiency in at least 2 of official languages *Good human relations, interpersonal and communication skills *Ability to give attention to detail *High degree of maintaining confidentiality and responsibility *Ability to work under pressure *Confidentiality

EXPERIENCE: • 2 - 5 years relevant experience required.

Other Competency Requirements as Stipulated in Annexure a Of The Government Gazette No 45181 Dated 20 September 2021 Pages 360 - 377: Demonstrates competencies from level 1 to level 2. **Please visit https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf and read through headings below:**

CORE PROFESSIONAL COMPETENCIES - Organisational Awareness - Consulting - Planning and Organising - Monitoring and Control - Oral Communication - Written Communication

FUNCTIONAL COMPETENCIES - Change Management - HR Technology / Information Management - HR Service Delivery - Workforce Planning - Learning and Development - Performance Management

PUBLIC SERVICE ORIENTATION COMPETENCIES - Interpersonal Relationships - Communication - Service Delivery Orientation

Personal - Action and Outcome Orientation - Conflict Management - Resilience - Learning Orientation - Accountability and Ethical Conduct - Problem Solving and Analysis

MANAGEMENT / LEADERSHIP COMPETENCIES - Coaching and Mentoring - Team Orientation

Please Note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documentation will be returned. No copies of certified copies will be accepted. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Beaufort West Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website www.beaufortwestmun.co.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

CLOSING DATE: FRIDAY, 11 AUGUST 2023 AT 16:00

Job Related Enquiries: Mr. AC Makendlana – 023-4148100/ 8181

General HR Enquiries: Adriaan Duimpies – 023-4147549
Imelda Dourie – 023-4148190
Angilo Jacobs - 0234147550

Applications, clearly marked, accompanied by a comprehensive CV, details of contactable referees and certified qualifications & identity document for the abovementioned vacancy must be sent to/handed in at:

The Office of the Acting Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970

Or email application to erecruit@beaufortwestmun.co.za

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ACTING MUNICIPAL MANAGER

Notice Period 21.07.2023 – 11.08.2023