

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhulum.gov.za](mailto:info@umzimkhulum.gov.za)  
Tel: (039) 259 5000/5300  
Fax: (039) 259 0427

**CORPORATE SERVICES**

PROVINCE OF KWAZULU-NATAL  
KZN 435

The uMzimkhulu municipality an equal opportunity employer requires the services of suitable qualified, skills and experienced candidate for the under mentioned challenging position.

### **ADVERTISEMENT**

#### **1. HUMAN RESOURCES OFFICER (TG11)**

Permanent position

**ANNUAL SALARY: R244 976.28 plus car allowance**

#### **MINIMUM REQUIREMENTS**

- Matric
- Diploma in Human Resource or relevant tertiary qualification.
- Computer Literacy- Office Applications
- Drivers Licence code: B/C
- 3 Years Relevant experience in Human Resources.

#### **KEY PERFORMANCE AREAS:**

- Verifying details of post recorded on approved vacancy requisition forms and/ or referring to the job description to establish role boundaries and specifications for inclusion into advertisements.
- Writing of advertisement for vacant post
- Receiving and referencing applications from prospective candidates, checking and confirming references and related information and preparing short-list of candidates qualifying specific appointment criteria/ standards.
- Scheduling and confirming the date of the interview and informing representatives and applicants accordingly.
- Writing of new job descriptions for the employees
- Preparing notifications using pro-forma types associated with the confirmation of employment, contracts, regret letters, termination of services.
- Capturing of leaves to the VIP payroll system, attending employees on leaves queries.
- Maintains and controls all types of leave by submitting the prescribed forms for unpaid leave, family responsibility leaves, encashment of leave, annual leave and vacation leave to

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the Finance Department: salaries Section, advising the employee/ supervisor concerned and altering leave records manually in the leave register, so as to accurately reflect any necessary adjustments (as and when leave is taken).

**All applications with comprehensive curriculum Vitae and application letter, certified copies of educational qualification must be addressed to:**

The Municipal Manager

Attention: Deputy Manager Corporate Services

UMzimkhulu Municipality

P.O BOX 53

UMzimkhulu

3297

Or hand delivery to 169 main street UMzimkhulu Municipality Old Main Building to the Deputy Manager Corporate Services Office.

## **CLOSING DATE: 29 November 2019**

Enquires can be directed to the Deputy Manager Corporate Services no faxed or emailed application will be accepted. UMzimkhulu Municipality is an equal opportunity employer with stronger gender bias, woman disabled candidates are encouraged to apply.

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**Mr Z.S. SIKHOSANA**

**MUNICIPAL MANAGER.**