



HANTAM MUNISIPALITEIT

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Hantam Local Municipality, based in Calvinia, currently has the following vacancy and applications are awaited from competent persons who meet the set minimum job requirements. Prescribed application forms are available at the offices and on the website (www.hantam.gov.za) of Hantam Local Municipality. Hantam Local Municipality is an equal opportunity employer and respects the provisions of the Employment Equity Act.

SKILLS DEVELOPMENT & IPMDS OFFICER

REF NO: CS02-2024/25

REQUIREMENTS AND EXPERIENCE:

- A relevant 3-year tertiary qualification in Human Resource Management or related field
- Computer Literacy- Office Applications
- 2-5 years relevant experience required
- Proficient in at least 2 official Language (Afr/English)
- Code B Drivers' License
- Good communication skills
- Attention to detail
- Reporting Skills

KEY PERFORMANCE AREAS

- Skills analysis and Profiling
- Training presentation and facilitation
- Administration functions
- Recordkeeping
- Provides guidelines and information on the Individual Performance Management System (IPMDS)
- Applies methods and standards to determine specific requirements and dimensions of Individual Performance Management
- Coordinates specific procedures associated with the implementation and execution of Individual Performance Management and associated administration
- Provide information and/ or reports on the status and outcomes of Individual Performance Management
- Administration / Coordination of Skills Development and Training

COMPETENCY LEVELS

The competency level for this position is at the level 2 as stipulated in Annexure A of the Municipal Staff Regulations Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"> • Organisational Awareness • Consulting • Planning and Organising • Monitoring and Control • Negotiation • Oral Communication • Written Communication 	<ul style="list-style-type: none"> • Change Management • HR Technology/ Information Management • HR Service Delivery • Strategic HR Management • Talent Management • Workforce Planning • Learning and Development • Occupational Health and Safety • Compensation and Benefits Management • Performance Management • Employee Wellness • Industrial and Labour Relations 	<ul style="list-style-type: none"> • Interpersonal Relationships • Communication • Service Delivery Orientation 	<ul style="list-style-type: none"> • Action and Outcome Orientation • Conflict Management • Resilience • Learning Orientation • Accountability and Ethical Conduct • Problem Solving and Analysis 	<ul style="list-style-type: none"> • Direction Setting • Impact and Influence • Coaching and Mentoring • Team Orientation

SALARY: Post Level T10 (R 252 288.00 p.a)

GENERAL

All applications must include: a complete CV, certified copies (certified copies not older than 6 months) of qualifications, identity document, driver's license and the names of references (with their e-mail addresses) from current and previous employers.

Correspondence will be limited to shortlisted candidates only. If you do not receive feedback from the Municipality within 3 weeks after the closing date, you can accept your application as unsuccessful. Canvassing of Council members or any member of the Appointment Committee will immediately disqualify applicants. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, up to date and correct. Women, youth and people with disabilities are welcome to apply.

Your application must be sent to: The Acting Municipal Manager, Hantam Local Municipality, 20 Dr. Nelson Mandela Drive, Calvinia, 8190. The prescribed application form for Hantam Local Municipality must be completed and not a Z83 form. E-mail applications are also accepted at email address: records@hantam.gov.za. Shortlisted applicants MUST bring along the original application to the interview. Candidates may be subjected to reference checks and personal credential verification. No late applications will be considered. Successful candidate will be expected to sign an employment contract and where applicable a performance agreement and disclosure of benefits and interest. Enquiries can be directed to Ms. E. De Wet (Manager HRM & Admin) on 027-341 8500.

Hantam Local Municipality reserves the right not to appoint or fill the advertised post.

CLOSING DATE: FRIDAY 13 SEPTEMBER 2024

Mr. T. Tlhoale
ACTING MUNICIPAL MANAGER