



## STRATEGIC AND CORPORATE SERVICES

### Manager: Human Resources (7.2)

This position calls for a person with vibrant, creative and lateral cognitive skills who is deadline driven, has excellent communication and interpersonal skills and has the ability to multi-task and prioritize. This position reports directly to the Director: Strategic & Corporate Services.

**Requirements:** A relevant recognized Bachelors degree, preferably with a major in Human Resources

- Completion of relevant minimum competency unit standards in terms of the MFMA (where the employee is not competent yet, the employee must comply within 18 months of appointment)
- At least 7 years' relevant experience of which 5 years at supervisory/managerial level
- The ideal candidate should be able to display and manage the following competencies at a competent level: Applied strategic thinking • Budgeting and organizing • Project management • Problem solving and decision making • Communication and information management in at least 2 of the 3 official languages of Western Cape • Sound knowledge and skills in Human Resource Management, in particular Recruitment and Selection, Skills Development, general Human Resource Administration, Occupational Health and Safety, and Labour Relations • Knowledge of Employee Health and Wellness Programmes • Ability and experience of implementation of best practices • Proven knowledge of relevant general and specific legislation, policies and regulations • • Proven experience and ability to manage change management • Proven ability to operate within a structured matrix environment • Sound Computer literacy skills • Proven leadership skills • Ability to work in a team with management and exercise influence at a senior level

**Responsibilities/Duties:** Manage the Human Resources Management Department within the Directorate Strategic and Corporate Services with the following major Key Performance Areas: Drafting of action plans within the department • Ensuring the effective management of Stellenbosch Municipal Human Resources at operation level • Guiding the line managers of Stellenbosch Municipality • Provide the Municipal Manager, Director: Strategic & Corporate Services and senior management team with HR advice and support • Provide internal HR consulting services to line departments • Maintenance of the staff establishment, organisational development (OD) support and oversight over drafting of job descriptions • Building a harmonious and continuous working relationship with organized labour and ensuring that the Local Labour Forum functions effectively • Engaging with the employer organization (SALGA), the Bargaining Council and representing Stellenbosch Municipality in other external initiatives relating to Human Resources • Rewards, incentive and personnel evaluation system • Human Resources leave, salary and fringe benefits administration • Recruitment and Selection • Skills Development • Labour Relations • Occupational Health & Safety • Manage Human Resources annual operational and capital budget • Facilitate Human Resources policy development and oversee the implementation thereof • Ensuring that human resources practices be standardized throughout Stellenbosch Municipality • Ensuring that Stellenbosch Municipality complies with all relevant regulations and statutory requirements • Ensuring that Stellenbosch Municipality implements a Human Resources management strategy • Perform other assignments as delegated from time to time • Be willing to work overtime

**Recommendation:** An appropriate post graduate degree qualification in the Human Resource Management • Exposure in the Local Government domain • Registration as Certified Human Resources Practitioner at the SA Council of Human Resources

**Job related enquiries:** A.M.C de Beer at (021-808 8018)

**Salary:** R582 156 - R755 688 per annum (T-18 of a Grade 4 Local Authority) plus benefits

Reference number: 7.2

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*In addition to the abovementioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy/allowance and removal costs under certain conditions.*

*Applications, clearly marked, accompanied by a comprehensive CV, a covering letter and the details of contactable referees, may be posted to the Human Resource Management Services at Stellenbosch Municipality, P.O. Box 17, Stellenbosch, 7599. No e-mails or faxes will be accepted.*

*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. Certified proof of your qualifications and driver's licence is a requirement for selection and must be attached to your CV. Candidates who do not submit all the supporting documentation as requested, will not be considered for this position. Receipt of applications will not be acknowledged and no supporting documentation will be returned.*

**Closing date:** 10 July 2017 at 12:00



Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

*If you do not hear from us within ten weeks of the closing date, please regard your application as unsuccessful. The Council reserves the right not to make an appointment and to add/amend/change the salary package.*

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