STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

(Re-advertisement)

SENIOR MANAGER: HUMAN RESOURCES
HUMAN RESOURCE MANAGEMENT SERVICES
CORPORATE SERVICES
REF: CS/HRM/01

Please note: Applicants who have applied previously do not need to apply again.

Minimum Requirements: A relevant 3-year tertiary qualification in Human Resources Management or a related field • 8 years or more relevant experience covering a broad range of Human Resources functions • At least 3 years' supervisory experience • Completion of the relevant Municipal Finance Management Act minimum competency unit standards as prescribed in the Gazette No. 29967 of 15 June 2007 (where the employee is not yet competent, compliance must be achieved within 18 months of appointment) • A valid code B driver's license.

Other Requirements: The ideal candidate should be able to display and manage the following competencies at a competent level: Budgeting and organizing • Project management • Problem solving and decision making • Communication and information management in English; proficiency in a second official language of the Western Cape (Afrikaans and/or Xhosa) will be an added advantage 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: Manage the Human Resources Management Department within the Directorate 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: Corporate Services and senior management team with HR advice and support • Provide internal HR support 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.

Job related enquiries: Ms Geraldine Mettler 021 808 8025

General Enquiries: Ms Lucretia Koegelenberg 021 808 8102 or Ms Evan Williams 021 808 8059 or Ms Lisa Patience 021 808 8064

Salary: R 1 034 534.88 – R 1 342 915.68 **Plus Benefits**

Applications, clearly marked and accompanied by the application form, a comprehensive CV, certified copies of qualifications, licenses and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: corporatejobs@stellenbosch.gov.za

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted.

Application forms can be found on the Stellenbosch Municipal website https://stellenbosch.gov.za

Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned. 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.

Closing date: 07 December 2026

Stellenbosch Municipality is an Equal Opportunity employer. Appointments will be made in accordance with the Municipality's approved Employment Equity Plan (EE Plan) in terms of section 20 of the Employment Equity Act 55 of 1998. Candidates from the designated groups, especially those with disabilities, are encouraged to apply. Candidates are encouraged to self-identify their designated group status on the application form. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za The Council reserves the right not to make an appointment and to add/amend/change the salary package.