



**SEKHUKHUNE**  
District Municipality

Private Bag X8611 Groblersdal 0470, 3 West Street Groblersdal 0470  
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E-Mail : sekinfo@sekhukhune.co.za

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## **INTERNAL ADVERTISEMENT**

**DEPARTMENT:** Corporate Services

**POST:** Senior HR Officer

**DURATION:** Permanent

**SALARY PACKAGE:** R615 615.75 per annum

**REQUIREMENTS:** B degree in HRM or public administration plus 2-3 years experience in HRM and supervisory level. The following technical and behavioural competencies are expected: understanding of policy analysis and development process, knowledge of HRM practices and procedures in the Municipality, knowledge of labour laws, planning and organising , SAQA standards ,maintain good work ethics, confidentiality, work under pressure, report writing, analytical and communication skills and problem-solving.

**KEY PERFORMANCE AREAS:** Facilitate the recruitment and selection process. Administer leave. Develop and update staff establishment. Develop employment equity plan. Administer appointments and terminations of employees. Ensure employee benefits are processed in line with policies. Develop, implement and review human resources related policies. Facilitate the registration of employees with UIF commissioner. Create personnel files of new employees for record keeping. Any other instructions from the seniors in the work environment.

**Enquiries: Mr S P Lekgoro (013 262 7300)**

**Sekhukhune District Municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability) in the District Municipality through the filling of this position and candidates whose appointments will promote representativity will receive preference. Please forward your application letter with detailed CV and certified certificates to the Department of Corporate Services for the Attention: Ms Mary Maboea /Mr. Makgalemane Mapheto @ the following address: The Municipal Manager, Sekhukhune District Municipality, Private Bag X 8611, Groblersdal, 0470 Tel. (013) 262 7300 or hand deliver @ Bareki Mall, near Pick 'n Pay, Groblersdal on or before 30<sup>th</sup> September 2015. PLEASE NOTE THAT FAXED AND E-MAILED CV'S ARE NOT ACCEPTABLE. Sekhukhune District Municipality reserves the right not to make an appointment. Correspondence will be limited to successful candidates only. If you do not receive any response from us within three months from the date of this advertisement, please accept that your application was unsuccessful. Canvassing for**

**employment on the Council is strictly prohibited. Visit our website at [www.sekhukhune.gov.za](http://www.sekhukhune.gov.za)**