



# UMDONI MUNICIPALITY

**THE J.E.W.E.L OF THE SOUTH COAST**

**MUNICIPAL NOTICE – MN338/2024  
HUMAN RESOURCES MANAGER  
PERMANENT POSITION**

Applications are invited from suitably qualified, and or experienced person for the above mentioned position.

**Requirements**

The applicant must have a valid Grade 12, National Diploma/Degree in Human Resources • 5 years of relevant generalist experience & 3 supervisory level in Human Resources • Valid Driver's License • **Skills & Knowledge:** The Coordinative and reporting dimensions associated with this post necessitate understanding of the applications of procedures rules and regulations.

**Duties:**

**MANAGEMENT FUNCTIONS:**

**Forward planning and human resource strategy alignment** – Research and develop strategic and short term plans for Human Resources function • **Personal and Performance Management** – Direct and control the key performance indicators and outcomes of personnel within Human Resources Section • **Individual Management System** – Manage the implementation of the PMS in the Municipality.

**HUMAN RESOURCES MANAGEMENT:**

**Policies, Procedure and Systems** – Manage and control organizational change and development through the formulation of specific policies and procedures • **Recruitment and Selection** – Manage and Control procedures and processes associated with recruitment and selection • **Communication** – Implement Human resources communication strategies aimed at creating awareness and/or seeking acknowledgement • **Employment relations** – Manage and control procedures and processes associated with maintaining employment relations and industrial peace • **Program Implementation and Monitoring** – Manage and control strategies to improve the well-being and effectiveness through specific program (Employee Assistance Program) • **Training and Development** – Manage procedural requirements associated with personal development initiatives • **Occupational Health and Safety** – Manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with provision of health and safety in the workplace.

**Salary:** The incumbent will be remunerated at post level 1 category 2 at a Local Municipality, **R364 144.48 p.a.** subject to job evaluation plus standard municipal benefits.

Applicants must forward a comprehensive Curriculum Vitae and certified copies of qualifications together with a covering letter in an envelope marked "Private and Confidential" to: The Human Resources Manager, PO Box 19, Scottburgh, 4180 by no later than **10 January 2025** Alternatively, applications may be hand delivered to the Scottburgh Municipal Offices. Applicants who have not been contacted within 30 days from the closing date should consider their application to have been unsuccessful.

**UMDONI MUNICIPALITY IS COMMITTED TO EMPLOYMENT EQUITY.**

Council reserves the right not to make an appointment.

We thank all applicants for their interest. Communication will be with short listed candidates only.

Municipal Offices  
Cnr Bram Fischer & Williamson Street  
PO Box 19  
Scottburgh  
4180

**MR. NG KUMALO  
ACTING MUNICIPAL MANAGER**