EXTERNAL ADVERTISING

ABAQULUSI MUNICIPALITY

AbaQulusi Municipality seeks to appoint experienced, highly motivated and suitably qualified persons to the following position÷

CORPORATE SERVICES DEPARTMENT

CLERK (HUMAN RESOURCES DEVELOPMENT)

Annual salary R136 398.24 – R176 172.48 per annum, task level 5 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Minimum Requirements:

- Grade 12 (NQF Level 4)
- Diploma in Human Resources (NQF Level 6) or relevant equivalent qualification.
- Computer Literacy
- 2- 3 years relevant working experience.

Key Performance Areas:

- Participating and discussions and forums related to the skills development of employee involving the sector Education and Training Authority and/ or Development and Committees of the Municipality.
- Compile and updating statistical information with respect to training completed, attendance levels and targets achieved.
- Preparing considated reports on the activities outlining objectives and accomplishment of outcomes. .
- Providing estimates of expenditure and/ or income from grants and levies for completed courses ad forwarding information for inclusion into the consolidated departmental budget.

- Checking and verifying payment invoices of external provides prior to forwarding for processing.
- Updating registers detailing assets (monitors, projectors, etc.) and submitting adjustment/ changes or information on new acquisitions to the Finance Department for inclusion into the consolidated Assets Register.
- Maintaining the training information recordkeeping systems, updating files with current correspondence and data and/ or accessing information to support query resolution or provide details of interventions planned and completed in the region.
- Scheduling the induction programme, circulating information to officials with regards to venues, dates and times of the programme.
- Preparing programme material (handouts and presentation) and attending to the arrangement of the venue to accommodate requirements.
- Presenting the programme to new recruits, explaining and elaborating on the Municipality's activities and specific Human Resources policies and procedures regarding Occupational ad Safety.
- Presenting the programme to new recruits, explaining and elaborating on the Municipality's Code of Conduct and Main Collective Agreement.

Notes to prospective applicants÷

- A job application form which can be accessible on the Municipal website and Human Resources Management Offices, a Comprehensive Curriculum Vitae, together with a covering letter and certified copies of qualifications should be sent to the Municipal Manager: AbaQulusi Municipality P.O. Box 57 Vryheid 3100.

- **No faxed or e-mailed applications will be accepted.**

- **Applications without the prescribed requirements will be disqualified.**

- Shortlisted candidates might be expected to complete a practical competency evaluation and will be subjected to reference and background checks.
- If there's no response from AbaQulusi Municipality within two months of the closing date, the applicant must accept his/her application as unsuccessful.

- Enquiries may be directed to the Human Resources Section on 034-9822133 ext. 2337.
- People with disabilities are encouraged to apply.
- The employer reserves the right **NOT** to appoint.

The AbaQulusi Municipality is committed to comply with the requirements of the Employment Equity Act, No 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

If you have not heard from us within 2 months of the closing date, you should regard your application as unsuccessful.

Closing Date : 17 June 2025 at 12h00

MS SP DLAMINI
MUNICIPAL MANAGER
NOTICE. 18/2025.....