

O. R. TAMBO DISTRICT MUNICIPALITY

OFFICE ADDRESS:
O.R. Tambo District
Municipality House
Nelson Mandela Drive

POSTAL ADDRESS:
Private Bag X 6043
UMTATA
5100



O.R. TAMBO
DISTRICT MUNICIPALITY

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O.R Tambo District Municipality covers seven Local Municipalities namely: King Sabata Dalindyebo, Mbizana, Mhlontlo, Nyandeni, Port St Johns, Qaukeni and Ntabankulu.

The OR Tambo District Municipality require the services of suitable qualified persons to fill the following positions:

1. DIRECTOR: HUMAN RESOURCES – SALARY NEGOTIABLE

Minimum Requirements:

- A Degree Human Resource and Labour Relations or equivalent (NQF Level 6).
- Five (05) to seven (07) years experience in the relevant environment.
- Proof of formal training or certificate in Finance for Non- Financial Managers may be required after appointment within a specific period.

Key Performance Areas:

- Researches, develops and evaluates strategic and short-term plans for Human Resource function.
- Directs and controls the Key Performance Indicators and outcomes of personnel within the Human Resources Section and the entire organisation.
- Manages and controls organisation change and development through the formulation of specific policies and procedures and forwards/presents to the Human Resources and/or Council's Committees.
- Synchronize and controls procedures and sequences associated with disciplinary and grievance cases and enquiries.
- Organise and represents the municipality in cases referred for conciliation/arbitration to South African Local Government Bargaining Council/CCMA.
- Develops and monitors Human Resources communication strategies aimed at creating awareness and/or seeking acknowledgement.
- Directs and lead the Training and Development functionality.
- Manages and controls procedures and processes associated with maintaining employment relations and industrial peace.
- Develops and implements a council compliance plan with the Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act and

Occupational Health and Safety Act. • Manages the scope and procedural administrative requirements and reporting deadlines associated with the Human Resource function. • Responsible for ensuring compliance with all relevant legislation and regulations. • Any other related duty that may be assigned by the immediate superior or higher authority.

TAKE NOTE:

Certified copies of qualifications, CV, driver's licence and ID copies must accompany • Applications. Failure to submit the documents listed above will result in disqualification. • **People with disabilities are encouraged to apply and disclose the nature of their disability.** • Hand delivered applications should be sent to the Registry Office at Magwa House, Nelson Mandela Drive, Mthatha. • The words "**APPLICATION FOR VACANCY**" should appear on the same side of but separate from the address in the same envelope so as to sensitise the Registry Office to the closing date. • **In your application letter please indicate the source of media you have seen the post on** • Faxed applications will not be considered. • When the applicant has not been notified of the results within three (3) months or (90) days from the closing date, the applicant should regard his/her application as unsuccessful • The Council reserves the right not to continue with the interviews and appointments if the Council feels no suitable candidate could be found. • Canvassing of Councillors/ Management is not permitted and proof thereof will result in disqualification

• For any enquiries contact the Human Resources Department on the following Telephone numbers:
047 501 7077 or
047 501 7079

Please address your application to the Director Human Resources, O.R. District Municipality Private Bag x 6043, Mthatha, 5099.

CLOSING DATE FOR APPLICATION IS 13 DECEMBER 2010