



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals. Preference will be given to local residents before considering candidates outside the Bitou Municipal Area

POSITION: ASSISTANT HUMAN RESOURCES OFFICER
DIRECTORATE: CORPORATE SERVICES
DIVISION: HUMAN RESOURCES MANAGEMENT
SECTION: EMPLOYEE PERFORMANCE APPRAISALS
BASIC SALARY: R 319 809,97 – R 415 144,50 (T11) Per Annum + MUNICIPAL BENEFITS
REFERENCE NOTICE: 272 of 2024

QUALIFICATIONS AND EXPERIENCE: • A relevant 3 year tertiary qualification in Human Resources Management or related field
• 2-5 Years' relevant experience.

REQUIREMENTS AND SKILLS • Computer literacy in MS Office Applications with advanced MS Word & Excel • Proficiency in at least 2 of the official languages of the Western Cape (read, write and speak) • Excellent organizational and administrative skills • Excellent analytic and problem solving ability • High level of integrity, responsibility and confidentiality • Have ability to give attention to detail and be able to work under pressure • Report writing • Public Relations Skills • Ability to deal with conflict situations. • Excellent Negotiation skills.

FUNCTIONS & RESPONSIBILITIES: • Administer individual Employee Performance Appraisal (EPA) • Oversee the accurate capturing and integration of revised departmental KPI's of individual performance agreements and individual career development plans on the automated performance management system • Interact and represent the Municipality on aspects related to EPA • Evaluating and commenting on concepts and approaches with a view to aligning broader strategies to current functional requirements • Reporting to specific Sub- Committees on activities and key outcomes of the functionality • Perform tasks/ activities associated with the administrative and reporting requirements of the performance appraisal function • Maintaining the performance appraisal information recordkeeping system, 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 municipality • Coordinate specific procedures associated with the implementation and execution of Employee Performance Appraisal • Collating and preparing reports outlining accomplishment of targets and standards and/or commenting on specific deviations from agreed outcomes • Coordinate administrative requirements associated with the functionality • Collates and prepares qualitative and quantitative information for inclusion into specific statutory reports • Provide input on Policies, reports to HR Manager , implementing agreements, policies, legislation to achieve agreements, legislation and consequently to ensure sound labour relations • Represents the section in various meetings and provides comments / opinions on matters affecting or concerning the functionality • Reports to various institutions / persons.

COMPETENCIES REQUIRED

1. CORE PROFESSIONAL COMPETENCIES:

- **Oral Communication:** The ability to articulate complex concepts in an understandable, convincing manner.
- **Written Communication:** Communication of complex information in a manner that is understandable to the specific audience.
- **Organisational Awareness:** The ability to understand the key drivers in the sector and the Municipality and to apply this understanding to meet the service delivery challenges.
- **Planning and Organising:** The ability to plan activities within specific timeframes and then to execute these activities according to plan.
- **Problem Solving:** The ability to identify potential problems, to break the problems into component parts, to generate potential solutions, to select an option and implement it.
- **Negotiation:** The ability to achieve the desired objectives and agreements through interactive discussion with either internal or external parties. Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.
- **Consulting:** The ability to understand stakeholder needs and dynamics and to build capacity within the target audience through the ability to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.

2. FUNCTIONAL COMPETENCIES:

- **Change Management:** The ability to facilitate changes in technology, human behaviour and processes with minimal cost and disruption to the department, in a manner that enhances and ensures achievement of departmental objectives.
- **HR Technology / Information Management:** The effective utilization of technological applications and platforms that makes information both accessible and accurate, providing HR and line management with the knowledge and intelligence required for more effective decision making.
- **HR Service Delivery:** The adequate provision of HR Services meeting the needs of the organization and its employees which enables delivery of organizational goals and targets.
- **Strategic HR Management:** The systematic approach to developing and implementing long-term HRM strategies, policies and plans that enable the organization to achieve its objectives.
- **Talent Management:** The proactive design and implementation of a talent-driven business strategy directed to attracting, deploying, developing, retaining and optimizing the appropriate talent requirements as identified in the HR Plan and Staffing Strategy of departments

- **Workforce Planning:** The systematic identification and analysis of municipality' workforce needs culminating in a workforce plan to ensure sustainable municipality' capability in pursuit of the achievement of its strategic and operational objectives.
 - **Compensation and Benefits Management:** The ability to conduct job evaluation using prescribed methods and systems, in order to establish the essential value of jobs in accordance with the procedure that takes into account the degree of complexity of the content of the job and requirements. Links job evaluation with remuneration and the effective management of benefits and reward through policy, practice and processes.
3. **PUBLIC SERVICE ORIENTATION COMPETENCIES:**
- **Service Delivery Orientation:** The ability to improve existing and explore and implement new ways of delivering services that contribute to the improvement of Municipal processes in order to achieve Municipal goals.
 - **Interpersonal Relationships:** The ability to establish and maintain productive relationships with people within and outside the Municipality.
 - **Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.
4. **PERSONAL COMPETENCIES:**
- **Action and Outcome Orientation:** The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable.
 - **Resilience:** The ability to respond constructively to pressure / stress situations and the ability to persist with goals despite obstacles and setbacks.
 - **Accountability and Ethical Conduct:** The ability to innovate and challenge the status quo and the ability to cope with change driven by others.
 - **Conflict Management:** The ability to deal effectively with others in an antagonistic situation; using appropriate inter-personal styles and methods to reduce tension or conflict between two or more people.
 - **Learning Orientation:** The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self- improvement.
 - **Problem Solving & Analysis:** The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'.
5. **MANAGEMENT / LEADERSHIP COMPETENCIES:**
- **Direction Setting:** The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy in and commitment to the goals.
 - **Impact and Influence:** The ability to inspire a positive attitude in others and be able to influence other effectively.
 - **Coaching and Mentoring:** The ability to assess skills, performance and potential of subordinates and to encourage their development with the view of optimizing their talent.
 - **Team Orientation:** The capacity to promote a cooperative climate, understand group dynamic and apply appropriate facilitations techniques in working with others to achieve a shared goal.

Work related enquiries can be directed in writing to the Manager: HRM, TS Machelesi, at e-mail: tmachelesi@plett.gov.za or tel: 044 501 3443

For general enquiries contact Ms. L Clark on telephone no: 044 501 3509.

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website (www.bitou.gov.za). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be posted /hand delivered to the Human Resources Section, Bitou Municipality, Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

Please Note:

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. **No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
3. Submit separate applications when applying for multiple posts and quote reference number.
4. **Preference will be given to local residents before considering candidates outside the Bitou Municipal Area**

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful. **Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**

R. R LINKS (PhD)
ACTING MUNICIPAL MANAGER

CLOSING DATE: 5 September 2024 @ 14:00