



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: SENIOR HUMAN RESOURCES OFFICER
DIRECTORATE: CORPORATE SERVICES
DIVISION: HUMAN RESOURCES MANAGEMENT
SECTION: ADMINISTRATION & BENEFITS
BASIC SALARY: R 377 561,45 – R 490 100,78 (T12) Per Annum + MUNICIPAL BENEFITS
(Subject to TASK Evaluation)
REFERENCE NOTICE: 274 of 2024

QUALIFICATIONS AND EXPERIENCE: • A Relevant three-year qualification in Human Resources Management or related field NQF Level 6 • 5-8 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: • Coordinates specific Human Resources tasks/activities associated with administration through the application of laid down procedures • Providing, seeking and presenting information on interventions and processes in order to ensure adequate guidance and support is made available • Scheduling and presenting the induction programs to new engagements, providing information on the functions of the organisation, benefits and rules and procedures • Coordinates administrative requirements associated with the functionality of Human Resources Administration • Completing standardized forms and documentation reflecting details / information and / or descriptions in respect of Medical Aid Funds, Pension / Retirement funds Group Life Insurance etc. • Conducting exit interviews with personnel leaving the organization using targeted questioning techniques to establish reasons • Coordinating and monitoring the correct electronic data capturing of the employees records on prescribed computer software • Maintaining and updating personnel information with respect to changes in employment / personal status and attending to the safekeeping of personnel records / files in accordance with approved recordkeeping systems • Implement and apply relevant legislation, collective agreements and policies and advising management, staff, trade unions and external stake holders on leave matters. • Provide inputs, reports, statistics and feedback to Management meetings and other relevant Council Committees • Responsible for management and implementation of leave system, procedures and statistics to ensure compliance • Ensure entitlement of long service benefits in line with the Collective Agreement • Issuing of long service certificates annually • Coordinate Time and Attendance • Coordinate Access control card system and finger scanning.

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: Human Resources: TS Machelesi, at e-mail:

machelesi@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