



(EXTERNAL ADVERTISEMENT)

DIRECTORATE: STRATEGIC SUPPORT SERVICES
DIVISION: HUMAN RESOURCES
SECTION: SKILLS DEVELOPMENT AND INDIVIDUAL PERFORMANCE EVALUATION
LOCATION: WORCESTER

SENIOR CLERK: HUMAN RESOURCES
(PERMANENT)

SALARY R 157 050.86 – R 203 885.98 per annum [T6]

TOTAL COST TO COUNCIL: R 234 665 – R 295 469 per annum

(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)

Ref: SSS/HR/SC01/0424

Job Purpose: Provide an efficient and effective support service to the Skills Development and Individual Performance Evaluation section in accordance with the relevant legislation, policies, standard operating procedures and guidelines.

Duties:

- Confirming training and circulating dates, times and other related information.
- Arranging monthly Training Committee Meetings by compiling the agenda and minutes and keeping records of all meetings.
- Monitor training to ensure they are result driven
- Capture feedback information onto spreadsheets for submission
- Logistical arrangements for the IPM sessions with management.
- Providing assistance to management and employees with the implementation of performance reviews.
- Compile reports on Individual Performance Reviews for inclusion into management reports and submit to the immediate superior
- Capture Personal Development Plans on the IPM program.
- Effective service delivery to improve the overall performance of the Municipality's strategic objectives.
- Ensure critical skills and learning interventions are identified enabling the organization to plan, prioritize and implement programs that contribute to efficiency and quality of service delivery.
- Providing input to the immediate superior regarding Skills development budget needs for inclusion in the HRs' budget.
- Develop standard operating procedures for the sections.
- Updating statistical information with respect to training, completed attendance levels and targets achieved.
- Prepare IDO for approval and process it on the financial system.
- Provide technical support regarding skills development matters to relevant line functionaries.
- Assisting with rollout of HR projects and initiatives.
- Attending to enquiries and disseminating information prior to meetings, workshop or courses.
- Liaise with internal and external stakeholders regarding issues pertaining to the section.
- Effective communication is promoted in the Breedee Valley Municipality.
- Promote a healthy workforce and to ensure the safety of the community.

Minimum Requirements: Grade 12, Code B Driver's license, Computer literate (MS Word & Excel), 2- 5 years relevant experience required.

Other Requirements: Knowledge of relevant legislation, regulations and standard operating procedures, Conflict resolution skills, Good writing, interpersonal and communication skills, Project Management skills, Fluency in at least (two) 2 of the three (3) official languages of the Western Cape, Attention to detail.

Preferred requirement: Certificate in Human Resources (120 credits at NQF level 5), 3 years relevant.

Competencies: (For detail description of competencies, read competency level 2 from page 52/770 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/>)

Core Professional Competencies: Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising.

Functional Competencies: Business Processes, Use of Technology, Data Processing & Analysis

Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation

Personal Competencies: Action Orientation, Resilience, Change Readiness, Cognitive ability, Learning orientation

Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

PLEASE NOTE: Please read the below conditions carefully, only those who comply with the conditions will be considered

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
3. **Note that BVM is using a new Recruitment Portal which is an online portal.**
4. **Only online applications will be accepted.**
5. To apply in assured confidence, please do so online via the Link: <https://bvmjobs.mcidirecthire.com>
6. **When applying online: Please ensure that you fill in all required Fields.**
7. **Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
8. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement that will be subject to probation monitoring and performance monitoring in accordance with the Local Government: Municipal Staff Regulations. ‘
9. **For enquiries contact the Human Resources Office at 023 348 4961** or on email address: jobs@bvm.gov.za
10. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
11. Fraudulent qualifications documentation will immediately disqualify any applicant.
12. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **03 May 2024 at 13:00.**

The Municipality reserves its right not to make an appointment.