



DIRECTORATE: STRATEGIC SUPPORT SERVICES
DIVISION: HUMAN RESOURCES
HUMAN RESOURCES OFFICER (RECRUITMENT AND SELECTION)
SALARY: R 341 571.74 – R 443 367.61 P.A. [T12]

Job Purpose: Coordinates and controls the application of specific Human Resources recruitment, selection and employment equity procedures by implementing legislation and policies and specific interventions associated with the functionality in order to ensure adequate guidance and support is provided to accomplish the operational objectives of the division.

Duties:

- Responsible for coordinating and controlling all recruitment and selection procedures.
- Ensure an effective and efficient service to Human Resources and meet municipal objectives.
- Responsible for employment equity administration and reporting.
- Participate in discussions and committees related to recruitment and selection involving the relevant department.
- Responsible for supervision of subordinates.
- Coordinate procurement administrative processes and monitor expenditure against recruitment and selection votes.
- Responsible for document processing and recordkeeping.
- Information gathering and statistical reporting for various reports.
- Responsible for maintenance of the staff establishment.

Requirements: National Diploma in Human Resources Management (NQF Level 6) or relevant tertiary qualification, Code B driver's licence, Computer skills (MS Office), Fluent in at least two of the three official languages in the Western Cape, Ability to give attention to detail, Maintain a high level of responsibility and confidentiality, Good human relation and interpersonal skills, Good writing, administrative and communication skills, Ability to work under pressure.

Experience: 3 years relevant experience.

PLEASE NOTE:

1. Please read the conditions carefully, only those who comply with the conditions 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. To apply in assured confidence, please do so on the e-mail address: jobs@bvm.gov.za.
4. **When applying please ensure that you submit/attach the compulsory and fully completed BVM application form which can be downloaded from the municipal website at <https://bvm.gov.za/download/2022-application-form-for-employment-msr/>. Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, covering letter and driver's licence.**
5. Any candidate appointed at the **Breedee 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.
6. **For enquiries contact the Human Resources Office at 023 348 4961 or on email address: ssatarein@bvm.gov.za .**

All applications should reach us by **08 July 2022 at 13:00**

Please note that:

- No late applications will be considered.
- **Only e-mailed applications will be accepted.**
- If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.
- Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
- Fraudulent qualifications documentation will immediately disqualify any applicant.

The Municipality reserves its right not to make an appointment.