



(EXTERNAL ADVERTISEMENT)

**DIRECTORATE: STRATEGIC SUPPORT SERVICES
DEPARTMENT: HUMAN RESOURCES
SECTION: PROVISIONING AND SUPPORT SERVICES
LOCATION: WORCESTER**

**PRINCIPAL CLERK: HUMAN RESOURCES (PERMANENT)
BASIC SALARY: R 198 484.77 – R 257 581.95 per annum [T7]
TOTAL COST TO COUNCIL: R 289 964 – R 366 153 per annum**

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

Ref: SSS/HR/1124

Job Purpose: Performs support tasks/ activities associated with Human resources administration, employee benefits, employee, condition of service and salary administration at the direction of the immediate superior in accordance with the relevant legislation, standard operating procedures, policies and guidelines.

Duties:

- Participate in information sessions to ensure correct reporting, including training staff on electronic employee benefits administration processes and procedures on HR system to staff at various work areas/depts
- Collate statistics on all employee benefits on a monthly basis
- Verify the capturing of leave
- Draw reports on leave
- Verify overtime, standby and leave in lieu of overtime electronically in terms of Council's delegations
- Provide administration support in processing of death, disability, dreaded disease cover and funeral fund claims, and pension backed loan
- Provide an administration support on medical aid and group life insurance
- Compile reports on HR administration
- Provide input on Standard Operating Procedures
- Liaise with third party service providers on employee related benefits in consultation with the immediate superior
- Assisting with rollout of HR projects and initiatives
- Provide administration support during induction of new employees
- Provide administration supporting for staff wellness and Employee Assistance Programme
- Adhere to Health and Safety procedures in accordance to the OHS policy.

Minimum Requirements:

- Grade 12
- Code B Drivers License
- 2 years relevant experience
- Computer literate – MS Office
- Fluency in at least two (2) of the three (3) official languages in the Western Cape

Preferred Requirements:

- National Certificate in Human Resources (NQF Level 5)
- 3 years relevant Human Resources experience

Competencies: (For a detailed description of competencies, read competency level 2 from page 52 - 61 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 & Professionalism, Organizational Awareness, Problem Solving, Planning & Organizing

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

Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation & Customer Focus.

Personal Competencies: Action Orientation, Resilience, Change Readiness, Cognitive Ability, Learning Orientation

Management / Leadership Competencies: Impact & Influence, Team Orientation, Direction Setting, Coaching & 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. Candidates will be subjected to Practical Assessment.
10. **For enquiries contact the Human Resources Office at 023 348 4961 or on email address: jobs@bvm.gov.za**
11. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
12. Fraudulent qualifications documentation will immediately disqualify any applicant.
13. 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 **13 December 2024 at 13:00.**

The Municipality reserves its right not to make an appointment.