

EXTERNAL ADVERTISEMENT

Ubuhlebezwe Local Municipality with its seat in Ixopo invites applications for suitably qualified candidates for appointment to the following position(s):

CORPORATE SERVICES DEPARTMENT

HUMAN RESOURCE DEVELOPMENT CLERK (X1)

Salary scale: R112 916.04-R 146 578.20 Per Annum

Applicable benefits: Medical Aid, Pension, 13th cheque and Homeowner's Allowance.

Minimum requirements:

- Grade 12 Certificate.
- A National Diploma in Human Resource Development / Human Resources Management.
- A minimum of 2 years' experience in the Human Resource Development or Human Resource Management environment.
- Knowledge of Skills Development Legislation.
- Knowledge of Training and Development process in the Municipal environment.
- Computer literacy (Ms Word, Ms Excel and PowerPoint).
- The ability to communicate in both IsiZulu and English.
- Code 8 Drivers Licence.

Key performance areas:

- Compile and update statistical information with respect to completed trainings
- Conduct training programmes with staff and community members.
- Prepare venues for scheduled training programmes.
- Monitor attendance levels and targets achieved.
- Assist in preparing reports on the activities of the section, outlining objectives and accomplishment of outcomes.
- Provide estimates of expenditure of completed or planned training programmes and make input on the departmental budget.
- Check and verify invoices submitted by service providers prior to forwarding them to the finance department for processing.
- Maintain the training information recordkeeping system, update files and data.
- Communicate training interventions to the staff.
- Participate in discussions and forums related to the skills development of employees involving the Sector Education and Training Authority or departments involved in the local government sector.
- Coordinate training interventions with local municipalities.
- Assist in preparing of the Annual Workplace Skills Plan and Annual Training programme
- Schedule and confirm training dates, times and other related information with the staff and service providers.
- Perform any other duties that may be assigned to you by your supervisor.

Ubuhlebezwe Local Municipality is an equal opportunity and an affirmative action employer.

A signed letter of application indicating the position being applied for together with a comprehensive CV and certified copies of original certificate and ID must be forwarded to: The Municipal Manager, P.O Box 132, Ixopo 3276 by not later than 16h00 on 24 May 2019. Faxed applications will not be accepted. If you do not hear from Council within 30 days after the closing date, please consider your application as unsuccessful.

All enquiries should be directed to HRD Officer Ms NP Zuke at (039) 834-7700.

Council reserve the right not to make any appointment/appointments into the above mentioned position.

**GM SINEKE
MUNICIPAL MANAGER**