



LOCAL ADVERTISEMENT

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

POST : HR ADMIN CLERK X3
Directorate : COPORATE SERVICES
REMUNERATION : R188 364.03 PER ANNUM
CENTRE : HEAD OFFICE

Responsibilities:

- Verifying details of post recorded on approval vacancy requisition forms and/or referring to the job description to establish role boundaries and specifications for inclusion into advertisements
- Scheduling and confirming the date of the interviews and informing representatives and applicants accordingly
- 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
- By capturing the employees leave credit balance and signing of the leave form
- By capturing the employees number reflected on the application form and process the correct number of days from the application form onto the payday leave module
- Determining reporting requirements and accesses specific records and information system databases to extract information.
- Depicting the employment and skills profile of the organization.

Requirements:

- Grade 12 certificate
- Certificate in human resource or public management N6
- 1 year experience in related field.
- Good communication skills
- Prepared to work under pressure
- Good customer care

Application forms can be accessed from our website: www.bushbuckridge.gov.za or collected from Head Office (Bushbuckridge), including all our eleven (11) Regional Offices.

Interested candidates meeting the above requirements are invited to forward their comprehensive CVs, certified copies of Identity Document and qualifications to the following address;

Any falsification information be it in a form of postal or residential address, qualifications, references or any other information given by the applicant will lead to dismissal upon discovery by the employer.

The Municipal Manager
Bushbuckridge Local Municipality
Private Bag X 9308
BUSHBUCKRIDGE
1280

OR Hand delivery to office no 55(Registry)
R533 Graskop Road
Bushbuckridge

NB If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful

The Municipality reserves the right not to appoint

Closing date : 01st of December 2017