



BUSHBUCKRIDGE LOCAL MUNICIPALITY

Private Bag X 9308
Bushbuckridge
1280
R533 Graskop Road opp. Mapulaneng DLTC
Maviljan Region
Bushbuckridge

Tel: 013 799 1835/45/51/57

Fax: 013 799 1865

Email: info@bushbuckridge.gov.za

Website: www.bushbuckridge.gov.za

LOCAL AND INTERNAL 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 : Senior Admin Clerk x 1
Directorate : Corporate Services
Remuneration : R230774.19
Centre : Maviljan Regional Office

RESPONSIBILITIES

- checking all leave taken by the employees
- Assist retirement employees by completing Pension forms ,UIF forms etc
- Attending to all HR related matters within the region or work place
- Responsible for all HR matters
- Ensure that Record keeping is followed properly.
- Checking of leave register.
- Checking of leave forms after capturing by the admin clerk
- Checking safety and maintenance of personnel files by the admin clerk.
- Responsible for all information requesting by the Head Office
- Liaise with MEFP in whatever information e.g. completing D8 forms ,ill health forms, IF forms e.t.c

REQUIREMENTS

- Grade 12 (matric certificate)
- National Certificate in Human Resource Management or Public management.
- Computer Literacy (Excel, word & PowerPoint)
- Minimum Requirement of 3 years' Experience in Human Resource
- Prepared to work under pressure.
- Good communication skills
- Sound interpersonal relation skills.
- Customer Care.

Application forms indicating the position being applied for, together with a comprehensive Curriculum vitae and certified copies of qualifications should be forwarded to:

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.

Closing date : 9 NOVEMBER 2018

