

BLUE CRANE ROUTE MUNICIPALITY
NOTICE NO.08 /2017

BLUE CRANE ROUTE MUNICIPALITY INVITES SUITABLE AND EXPERIENCED
CANDIDATES TO APPLY FOR THE FOLLOWING VACANCIES IN THE
CORPORATE SERVICES DEPARTMENT

INTERNAL

1 X HUMAN RESOURCE CLERK (HR ADMINISTRATION)

Key Responsibilities:

- Assist in completion of application (UI 19-s).
- Ensuring all new and existing employee's UIF is deducted from.
- Capturing leave totals, verifying information against relevant documents, crediting annual leave to staff leave records & maintain leave records.
- Explaining to newly appointed staff the various Pension Funds to choose from and application processing for new members.
- Filling of all staff related documents to the correct/relevant Personal Files.
- Typing letters and memorandums to various departments and other institutions.
- Opening, Maintaining and updating staff personal files.
- Acquisition of stationary for the HR Office.
- Management of HR Archiving/Registry.

Requirements:

- Grade 12 Certificate with exposure in Human Resource Matters, relevant experience.
- A post matric qualification in Human Resource will be an advantage.
- Computer Literacy.
- High level of confidentiality.
- Excellent interpersonal Skills.

SALARY: R 103 073.00 p.a. Task Grade 6 level 1 of Category 3 Local Authority

To apply, please send your C.V and certified copies of your qualifications and I.D document, and Municipal Application Form (including details of at least 3 contactable references) to the office of the *Senior Human Resources Officer, P.O Box 21, Somerset East, 5850*. For enquiries please contact the Office of the Senior Human Resources Officer on telephone no. 042 243 6400

Applications should reach the above by not later than 17 February 2017

Please note that no late applications will be considered. No faxes will be accepted. If you have not heard from us within 30 days of the closing date please accept that your application has been unsuccessful; Candidates wishing to have their C.V's returned should provide a self – addressed envelope with the required postage stamps; Canvassing with

Councilors or any other decision maker is not permitted and proof thereof will result in disqualification, Fraudulent qualifications or documentation will immediately disqualify an applicant.

Candidates from designated groups in terms of the Employment Equity Act are encouraged to apply. The Blue Crane Route Municipality reserves the right not to make an appointment.

SOMERSET EAST
10 February 2017



THABISO KLAAS
MUNICIPAL MANAGER