



## NOTICE 07 OF 2024

### TEMPORARY HR CLERK: BENEFITS AND ADMINISTRATION

#### EXTERNAL CIRCULATION

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust and Dysselsdorp is situated in the heart of the Little Karoo in the Western Cape. The Municipality strives to provide the best possible services and facilities to its residents, business community, industries, hospitality and tourism sectors.

Candidates with the minimum requirements, necessary integrity and excellent track record may apply for the following position(s) to enhance the town's vision of prosperity for all. **Applicants with a criminal record check report not older than (six) 6 months are requested to attach the outcome report to their application. Applicants with no criminal record check report are requested to attach proof of application for criminal record check to their application.**

### TEMPORARY HR CLERK: BENEFITS AND ADMINISTRATION

**DIVISION: HR SUPPORT SERVICES**

**DEPARTMENT: CORPORATE SERVICES**

**PER MONTH: R13 083.00**

**5 X MONTH FIXED TERM CONTRACT**

#### REQUIREMENTS

- A relevant 3-year tertiary qualification in Human Resource Management or related field
- 0-2 years relevant experience required
- Computer literate (MS Word / Excel / PowerPoint / Outlook)
- Fluent in two of the three official languages of the province

#### KEY PERFORMANCE AREAS

##### Assist with providing administrative support by:

- Copy typing and formatting documents/reports and create presentations using word processing and related MS Office applications.
- Administer venue bookings and send notice of bookings to relevant staff.
- Retrieving / accessing information/files/correspondence on request.
- Attending to the filing of confidential/general documentation and correspondence, removing and/or inserting copies in specific files and/or controlling and updating coding/indexing sequences to facilitate accessibility to information (electronic and hard copies).
- Attending to the photocopying of correspondence/documents.
- Maintaining stocks of standard forms and stationery and completing requisition forms to facilitate the



replenishment of items prior to depletion.

- Keeps record of all meeting documents (notices, agendas, minutes, attendance registers etc.)
- Liaise with Personal Assistants of HODs, Union Representatives and other employee with any HR related issues
- Prepare agenda for HR meetings, taking minutes and distribution thereof
- Keep records of personnel files that are requested by heads of departments, and internal and external auditors and make sure that personnel files are not out of office (HR) or cabinet for more than three days
- Typing of letters and memorandum
- Assist with compliance with Municipal Staff Regulations
- Any other reasonable task as requested by the supervisor.

## COMPETENCIES

- Core professional competencies: organizational awareness, consulting, planning, and organizing, monitoring and control, negotiation, oral communication, written communication
- Functional competencies: change management, HR technology/ information management, HR service delivery, strategic HR management, talent management, workforce planning, learning and development, occupational health and safety, compensation and benefits management, performance management, employee wellness, industrial and labour relations
- Public service orientation competencies: service delivery orientation, communication, interpersonal relationships
- Personal competencies: action and outcome orientation, conflict management, resilience, learning orientation, accountability, and ethical conduct, problem-solving and analysis
- Management/leadership competencies: direction setting

Candidates must be willing to be subjected to an interview, practical and/or written assessment. They must also be aware that previous employers and references may be contacted, and their qualifications, credit and criminal records be verified. **The appointment will be subject to the signing of an employment contract and performance agreement.**

## BENEFITS:

The Council offers competitive benefits such as a housing subsidy, a thirteenth cheque, a pension fund, a medical aid fund, a study assistance scheme, and the transport of furniture under certain conditions.

Application must be on the official application form of the Oudtshoorn Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity documents (not older than three (3) months) as well as particulars of at least three recent contactable references, must be submitted to **Chief HR Officer: Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620 (submit applications to Recruitment & Selection section), Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website, [www.oudtshoorn.gov.za](http://www.oudtshoorn.gov.za).**



**CLOSING DATE: 26 JANUARY 2024 at 12:00**

**Please Note:** Canvassing will result in automatic disqualification. If you have not been contacted within 30 working days after the closing date of this advertisement, you may assume that your application was unsuccessful. Curriculum vitae will not be returned. Council will make appointments in line with its employment equity plan and also reserves the right not to make an appointment. No applications sent via e-mail/late applications will not be considered.

**MR W HENDRICKS  
MUNICIPAL MANAGER**

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