



EXTERNAL NOTICE NOTICE 251 OF 2024

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.**

1 X SNR HR OFFICER: OHS - TEMPORARY
DEPARTMENT: CORPORATE SERVICES
DIVISION: EMPLOYEE RELATIONS
T12 (R394,552 - R512,156)
TEMPORARY: 3 MONTH CONTRACT
OUDTSHOORN STATION
REF: (WC/045/CS/CS/041)

REQUIREMENTS

- A relevant 3-year tertiary qualification in Human Resource Management or Occupational Health and Safety
- 5 years' Occupational Health & Safety experience
- Has detailed knowledge of statutory processes related to Occupational Health and Safety
- Knowledge of Compensation for Occupational Injuries and Diseases Act
- Knowledge of the municipality's functional directorates and understanding of integration across these directorates
- In-depth knowledge of municipal legislation, policy, practice, and code of conduct
- Valid Code B driver's license
- Computer literacy essential (MS Word, MS Excel, MS PowerPoint)
- Proficiency in at least two (2) of the three (3) official languages of the Western Cape



KEY PERFORMANCE AREAS

- Develop, implement, and maintain OHS policies, procedures, and programs
- Conduct risk assessments and hazard identification to identify potential OHS risks
- Develop and implement OHS training programs for employees
- Investigate incidents and near-misses to identify root causes and implement corrective actions
- Complete accident investigation reports
- Keep a record of all injuries and diseases
- Monitor and report on OHS performance metrics
- Collaborate with management and employees to promote a culture of OHS excellence
- Ensure compliance with relevant OHS legislation and regulations
- Performs the full range of Human Resources activities within a functional area or more generally within the Human Resources discipline
- Report all Section 24 incidents to the Department of Employment and Labour
- Accompany Inspectors from the Department of Employment and Labour on workplace inspections
- Report all COIDA claims to the Compensation Commissioner in a prescribed manner
- Liaise with doctors, and hospitals to get medical reports and make follow-up appointments
- Mentor other Human Resource Professionals
- Often involved in and could lead projects and provide advice or information of a specialist nature
- Contributes HR-related information toward addressing the municipality's service delivery challenges
- Communicates controversial, sensitive messages to stakeholders tactfully
- Understand interest, and positions are taken and respond appropriately
- Confidently engages and advises line management on ill health and medical and incapacity cases
- Assesses the health risk per job category

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. They must also be aware that previous employers and recent references may be contacted, and their qualifications, credit and criminal records will be verified. The appointment will be subject to the signing of an employment contract and performance agreement and disclosure of benefits and interest;

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 **HR MANAGER: 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.

Should you submit your application during the closure of the Municipality, please submit it at the Main Building with the security - front entrance.

CLOSING DATE: 06 January 2025 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. The council will make appointments in line with its employment equity plan and reserves the right not to make an appointment. No applications sent via e-mail/late applications will not be considered. Any misrepresentation in your application will lead to automatic disqualification.

**MR. M YEKANI
ACTING MUNICIPAL MANAGER**

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