

# **WEST COAST DISTRICT MUNICIPALITY**

West Coast District Municipality strives towards rendering a dynamic and effective service to the community under its jurisdiction. As an Employment Equity employer, we currently offer this vacancy to appropriately qualified and experienced individuals.

**DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER**

**DIVISION: HUMAN RESOURCE MANAGEMENT**

**HR ADMINISTRATOR: PERSONNEL ADMINISTRATION AND LABOUR RELATIONS  
(1 POST)**

**Requirements:**

- 3 years National Diploma in Human Resource Management
- Good typing skills (35 wpm)
- Good minute taking skills
- Planning organising skills
- Attention to detail
- Reporting skills
- Good interpersonal and communication skills
- Be able to work independently
- Computer literate (MS Word.Excel /Powerpoint /Outlook)
- Fluent in two of the three official languages of the Western Cape
- 2 years relevant experience

**Duties:**

- Performs activities / tsks associated with administration to ensure an effective Human Resource Administrative support services in the Human Resources Division.

**Centre** : Moorreesburg

**Salary** : R 165 022.00 – R 214 225.00 per annum (TASK grading 8)

**Ref no** : MM 19

**Closing Date** : 05 April 2019 at 14h00

In addition to the salary mentioned for the permanent position and subject to certain conditions, the District Municipality offers competitive fringe benefits, such as housing subsidy, furniture removal, a 13<sup>th</sup> cheque, membership of retirement and medical aid funds.

The prescribed application forms are available during office hours from **Ms PS Boer on 022-433 8400** or on the website at [www.westcoastdm.co.za/vacancies.html](http://www.westcoastdm.co.za/vacancies.html). Completed application forms, accompanied by comprehensive CVs and certified copies of diplomas / certificates / registrations and driver's licences, are to be forwarded to **West Coast District Municipality, Human Resources: Recruitment and Selection, P.O. Box 242, Moorreesburg, 7310.**

**Please Note:** Council reserves the right not to make an appointment. No late applications or applications via fax or e-mail will be accepted. CVs will not be returned to candidates. Canvassing will disqualify a candidate.

Should no feedback from this office be received within 60 days of the closing date, candidates may assume that their applications have been unsuccessful.