

**Directorate: Corporate Services**

# **Human Resource Manager**

**(AA Position – 5-year contract)**

**Salary: Guideline R715 142 per annum (D5) (Ref. 2012/010)**

**Requirements:** • A B degree or equivalent in HR • Experience in managing a HR Section • Knowledge of HR legislation in Local Government • Extensive knowledge of compensation systems • The ability to manage and update all HR functions with matters related to travel allowances, medical and pension schemes, housing, group life, leave, etc • Background knowledge of training and development, EAP and Recruitment, and labour-related matters.

**Closing date:** 10 February 2012

To apply, please forward the Sol Plaatje application form (not Z83) accompanied by a covering letter, your CV and applicable certified copies of your ID and certificates to fax: 086 650 0314 or e-mail: [cjanse@solplaatje.org.za](mailto:cjanse@solplaatje.org.za) for attention: Miss Christine Janse. Applications can also be hand-delivered on the 3rd Floor, New Civic Building, cnr Bultfontein and Lyndhurst Avenues. Please remember to state the reference number and correct job title (vacancy). Applications will not be considered if received after the closing date or if incomplete (without application form and certificates).

Application forms can be obtained from the Sol Plaatje Municipality, Civic Building, [www.solplaatje.org.za/work](http://www.solplaatje.org.za/work) or ask for these per e-mail - [cjanse@solplaatje.org.za](mailto:cjanse@solplaatje.org.za)

Telephonic enquiries: Miss Christine Janse, tel. (053) 830-6705.



**Sol Plaatje Municipality**