



HARRY GWALA DISTRICT MUNICIPALITY

The Harry Gwala District Municipality situated in IXOPO invites applications from innovative and committed individuals for the under mentioned position.

CORPORATE SERVICES DEPARTMENT

SKILLS DEVELOPMENT OFFICER

- Salary Grade: (D2) R367 313.39 - R399 361.97 p.a.
- (plus applicable benefits) • Ref No. COP/N 5/5/4/2/1

Requirements • Grade 12/Matric • NQF Level 6 in Human Resources or relevant qualification • 2 - 3 years' experience working in a Human Resources field • A valid driver's licence.

Key performance areas: • Participate in discussions and forums related to the skills development of employees involving the Sector Education and Training Authority and/or Departments of the Municipality • Present qualitative and quantitative information on the status of skills development initiatives, strengths and weaknesses of current interventions, opportunities available and recommendations to support improvement • Evaluate and commenting on concepts and approaches with a view to aligning broader strategies to current functional requirements • Report to specific Sub-Committees on activities and key outcomes of the functionality • Assess the effectiveness of the plan to meet developmental and capacity building objectives against specific measures reflective of content • Consolidate and analyse information to facilitate the preparation of a comprehensive skills plan, identifying and prioritising specific interventions • Assess the effectiveness of the plan to meet developmental and capacity building objectives against specific measures reflective of cost, time and quality of content • Discuss proposed actions/interventions, internal and external training requirements with the Manager, Human Resources prior to commencing with implementation sequences • Prepare and submit the Workplace Skills Plan, Annual Training Report to the relevant sector Education and Training Authority as required Bylaw • Ensure alignment of all training interventions with the objectives of the Integrated Development Plan • Develop a Human Resource Development Strategy in line with the Provincial Human Resource Development Strategy.

Enquiries should be directed to: The Human Resources Office, on tel. (039) 834 5504/8752/8756.

Applications must be submitted with an Application Form of Harry Gwala District Municipality which can be found on our website: www.harrygwalamunicipality.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications and driver's licence must be addressed to: The Municipal Manager for attention: Miss N. Lungwengwe, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276, or hand delivered to: 40 Main Street, Ixopo, 3276, to reach us no later than 15h00, 30 November 2018.

NB: Canvassing with Councillors and Management will lead to disqualification. Further correspondence will be confined to shortlisted candidates. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. No faxed or e-mail applications will be accepted.

The Council reserves the right not to continue with the interviews and appointments thereof if it feels that no suitable candidates could be found.

NB: Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

MRS A.N. DLAMINI: MUNICIPAL MANAGER