



INTERNAL ADVERTISING ABAQULUSI MUNICIPALITY

AbaQulusi Municipality seeks to appoint experienced, highly motivated and suitably qualified persons to the following positions:

Corporate Services Department

SENIOR HUMAN RESOURCES FILING CLERK

Annual salary: R133, 982.52 - R173, 929.80 per annual, Task level 6 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Requirements:

- Grade 12 (NQF Level 4).
- Computer Literacy
- Relevant human resources experience (1-2 years).

Key Performance Areas

- Maintaining and updating personnel information with respect to changes in employment/ personal status and attending to the safekeeping of personnel records/ files in accordance with approved recordkeeping systems.
- Processing/ updating Human Resources Information System records.
- Accessing information from records in respect of queries or audit requirements, checking, or confirming with the immediate superior the applicability of the information in relation to the request.
- Receiving and responding to queries or information needs,
- Attends to specific requirements related to the provision of office

support and secretarial support.

- Extracting specific system reports according to the request for information, accessing specific folders and files and using system report facilities to create the report in the desired format.
- Attending to scheduled meeting requirements (disciplinary hearings, internal departmental meetings, etc), circulating notifications and agendas, recording the discussions of the meeting and preparing the minutes and, forwarding for approval prior to circulation.

Notes to prospective applicants -

- A Comprehensive Curriculum Vitae, together with a covering letter and certified copies of qualifications, should be sent to the Municipal Manager: AbaQulusi Municipality P.O. Box 57, Vryheid 3100. **No faxed or e-mailed applications will be accepted;**
- Shortlisted Candidates will be expected to complete a practical competency evaluation and will be subjected to reference and background checks.
- If there's no response from Abaqulusi Municipality within two months of the closing date, the applicant must accept his/her application as unsuccessful.
- Enquiries may be directed to the Human Resources on 034-9822133 ext 2337 & 2334.

The AbaQulusi Municipality is committed to comply with the requirements of the Employment Equity Act, No 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

Closing Date : 16 November 2020


MR BE NTANZI
MUNICIPAL MANAGER