

# MSUKALIGWA MUNICIPALITY

PO Box 48  
Ermelo  
Mpumalanga Province  
South Africa  
2350



Civic Centre  
C/o Kerk & Taute Street  
Ermelo  
Mpumalanga Province  
South Africa  
2350

Customer Care Center: 08611 MSUKA [67852]  
Msukaligwa Municipality Fax: +27 17 801-3851

Internet: [www.msukaligwa.gov.za](http://www.msukaligwa.gov.za)  
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## MSUKALIGWA MUNICIPALITY

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned position.

### DEPARTMENT OF CORPORATE SERVICES

#### ASSISTANT DIRECTOR - HUMAN RESOURCES X1

|                      |   |   |
|----------------------|---|---|
| POST LEVEL           | : | 3   |
| SALARY SCALE         | : | R205 075pa  |
| QUALIFICATION        | : | Relevant Degree in Behavioural Sciences - NQF Level 6<br>Computer Literacy<br>Code EB Driving Licence   |
| EXPERIENCE           | : | Several years relevant experience (4-5 years)   |
| TRAVELLING ALLOWANCE | : | Based on 650km per month  |
| DUTIES               | : | 1 Identifies with the broad Integrated Development Strategic and defines/addresses critical requirements relating to specific Human Resources functions<br>2. Co-ordinates and controls tasks/activities associated with controlling personnel performance, productively and discipline<br>3. Manages critical Human Resources applications, Systems and Interventions<br>4. Interprets and guides the determination and selection of appropriate options to manage conduct, performance and resource planning and arrangement<br>5. Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality |

CV's for the abovementioned position must be submitted to the Department of Corporate Services, 4th floor, Civic Centre, Ermelo or posted to the Director : Corporate Services, Msukaligwa Municipality, P.O. Box 48, ERMELO, 2350. **PLEASE NOTE THAT NO APPLICATION FORMS ARE AVAILABLE AND ONLY CV'S WILL BE ACCEPTED IN A SEALED ENVELOPE. THE POSITION APPLIED FOR MUST BE INDICATED ON THE ENVELOPE. APPLICANTS MUST ATTACH COPIES OF ORIGINAL CERTIFICATES ON THEIR CV'S. CV'S WITHOUT CERTIFIED COPIES OF CERTIFICATES WILL NOT BE CONSIDERED. APPLICANTS WITH CRIMINAL RECORDS WILL NOT BE CONSIDERED FOR APPOINTMENT**

**CLOSING DATE : 30 OCTOBER 2009 NOON**

**NOTICE NUMBER: 19/2009**

**"ALL POSITIONS ARE BEING CURRENTLY EVALUATED USING THE TASK JOB EVALUATION SYSTEM. THE FINAL GRADE AND REMUNERATION LEVEL FOR THIS POST WILL BE SUBJECT TO THE APPROVAL OF THE NATIONAL MODERATIONS COMMITTEE"**