

MSUKALIGWA LOCAL MUNICIPALITY

CIVIC CENTRE BUILDING • C/O KERK & TAUTE STREET • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350
PO BOX 48 • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350

WE ARE HIRING (VACANCIES)



INTERNAL & EXTERNAL VACANCY

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

Name of Department	Corporate Services
Job Post Name	Human Resources Clerk
Duration	Permanent
Task Grade 07	R 211 405,92 p/a
Reference Number	MSU/CORP/04/01/26
Location	Ermelo

QUALIFICATIONS

- Grade 12 (Matric) or NQF equivalent.
- National Certificate / National Diploma in **Human Resource Management, Management Assistant / Public Administration / Office Administration** or equivalent qualification.
- Computer literacy (MS Office and HR Systems).

EXPERIENCE

- 1 – 2 years relevant clerical or administrative experience in a **Human Resources environment**.

KEY COMPETENCIES

- Strong administrative and organisational skills.
- Attention to detail and accuracy.
- Ability to handle confidential information with discretion.
- Good communication and interpersonal skills.
- Time management and ability to meet deadlines.
- Basic knowledge of HR processes and procedures.
- Record-keeping and filing skills.

KNOWLEDGE

- Recruitment and appointment procedures.
- Basic human resource administration practices.
- Employment Equity principles and reporting requirements.
- Municipal administrative systems and processes.
- Basic understanding and exposure to PayDay payroll and Time & Attendance systems.



- Knowledge of Batho Pele Principles

DUTIES

- Provide clerical and administrative support during recruitment, shortlisting, interview, and appointment processes, including scheduling, documentation, and record-keeping.
- Receive, process, screen, and capture applications and employee information on the HR system, ensuring accuracy and completeness of records.
- Maintain employee records, job description databases, organograms, and Employment Equity information in line with prescribed procedures.
- Prepare routine correspondence, including letters of appointment and regret, and assist with reference checks as required.
- Update correspondence registers, manage filing systems, and maintain stationery stock for the Human Resources section.
- Communicate with employees and internal stakeholders regarding HR-related information, including job descriptions, grades, and general enquiries.
- Processing and preparing documents for staff appointments, resignations, retirements, and arranging for temporary placement of professional staff during periods of leave or absenteeism.
- Preparing HR reports related to the functionality by receiving instruction from immediate superior; accessing electronic systems to prepare reports; and preparing the required reports for submission to the immediate superior.

Please Note:

- All applications must be accompanied by certified copies of ID and all educational qualifications, and they should not be older than 6 months. Applications received after the closing date will not be considered.
- Due to large number of applications, we envisaged to receive, applications will not be acknowledged.
- Should you not be contacted within 3 months after the closing date, consider your application unsuccessful.
- The municipality reserves the right to appoint or not to appoint any person. **VETTING & EQUITY IS THE MUNICIPAL PRIMARY SELECTION CRITERIA; THEREFORE, ALL SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING INCLUDING REFERENCE CHECKING AGAINST SOCIAL MEDIA PROFILES. CANVASSING WILL LEAD TO DISQUALIFICATION**

Application forms and full detailed information about the advertised position is available on the Msukaligwa Local Municipality website (www.msukaligwa.gov.za) and Facebook page / HR office.

Application form, detailed CV, ID, and Driver's License must be posted / couriered to Msukaligwa Local Municipality, P O Box 48, Ermelo 2350 or hand delivered to the Corporate Services (HR Section), Cnr Kerk and Taute Street, Ermelo, for the attention of Director Corporate Services. For any further enquiries pertaining the advertised position, please do not hesitate to contact the Manager: Human Resources Ms. LP Mnisi at 017 801 3584.

“IF YOU DON’T HEAR FROM THE MUNICIPALITY AFTER 3 MONTHS, CONSIDER YOUR APPLICATION UNSUCCESSFUL” THE MUNICIPALITY RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT ANY PERSON.

CLOSING DATE: 29 April 2026 at 12H00PM