



BELA-BELA LOCAL MUNICIPALITY

CORPORATE SERVICES DEPARTMENT

VACANCY: HUMAN RESOURCES CLERK

REQUIREMENTS:

- Matric plus three year qualification in Human Resources Management or equivalent.
- Minimum of two years relevant experience.
- Computer literacy.

DUTIES

- Administer all types of leave by issuing, recording and capturing all types of leave.
- Processing of correspondences associated with confirmation of employment, contracts, regret letters as well as termination of services.
- Completing standardised forms and documentations reflecting details/information and descriptions in respect of appointment/terminations instructions.
- Maintaining and updating personnel information with respect to changes in employment/personal status.
- Assist employees to make changes to their details eg. Banking details, pension, conditions of service and social schemes.
- Rendering administrative services in the recruitment process eg. Making schedules and notifying all stakeholders.
- Arranging and proving information on matters such as gender, employment levels, race groups and disabilities as required

SALARY POST LEVEL: 8

R 122 069.47 per annum

Closing Date: 23 August 2013

Bela-Bela Municipality has a firm commitment to the advancement of designated groups, including women and disabled. Application letters, Comprehensive CV's should be forwarded to the Municipal Manager, Private Bag x 1609, Bela-Bela, 0480. For further information please contact The Divisional Manager Human Resources at 014 736 8000. Should candidates not be notified of the outcome of their applications within six weeks of the closing date, please consider your application unsuccessful. Faxed and e mailed applications will not be accepted. Further note that all shortlisted applicants will be subjected to security vetting and information verification.

**MALULEKA MM
ACTING MUNICIPAL MANAGER**

NOTICE NUMBER: 51/13