

CENTRAL KAROO DISTRICT MUNICIPALITY

POSITION: MANAGER HUMAN RESOURCES
DEPARTMENT: CORPORATE SERVICES
LOCATION: BEAUFORT WEST
EMPLOYMENT TYPE: PERMANENT
SALARY: T16 (R644 448 PER ANNUM) + FRINGE BENEFITS
CLOSING DATE: 9 MARCH 2026

ALL ASPECTS OF OUR STAFFING PROCESSES SHALL BE NON-DISCRIMINATORY AND WILL AFFORD APPLICANTS EQUAL OPPORTUNITY TO COMPETE FOR VACANT POSITIONS:

CORE FUNCTION:- Plans, leads and directs the Human Resources division through the strategic design, development and alignment of policies, procedures, systems and controls guiding critical human resources interventions, applications and outcomes and providing strategic advise on the critical initiatives with respect to Human Resources development aimed at supporting the accomplishment of the key performance areas and service delivery objectives.

MINIMUM QUALIFICATION:- • A relevant 3 year tertiary qualification (NQF Level 7) in Human Resources Management or related field. • Valid B Drivers License.

MINIMUM EXPERIENCE:- 8 years or more relevant experience covering a broad range of human resources functions; and • At least 3 years supervisory experience.

KEY COMPETENCIES:- Computer skills (MS Office) *Public Relations skills *Report writing *Bilingualism *Negotiation skills *Good management, human relations, interpersonal and communication skills *Ability to give attention to detail *High level of responsibility *Ability to work under pressure *Ability to deal with conflict situations.

Competency Requirements for Human Resources (Level 4) as Stipulated in Annexure A of the Government Gazette No 45181 Dated 20 September 2021. Please visit - https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf

HOW TO APPLY: - Applications, on the official application form of the Council, which can be obtained from the Municipal Website (www.skdm.co.za), must be submitted as follows:

MAIL/IN-PERSON: MUNICIPAL MANAGER, Private Bag X560, Beaufort West, 6970. **APPLICATIONS MUST BE ACCOMPANIED BY CERTIFIED COPIES OF QUALIFICATIONS AND DRIVER'S LICENSE.**

ENQUIRIES: Adv T B Mea at Tel. (023) 449-1000

THE DISTRICT MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT. PLEASE NOTE THAT, SHOULD NO FEEDBACK BE RECEIVED WITHIN 3 MONTHS FROM CLOSING DATE, CANDIDATES MAY ASSUME THAT THEIR APPLICATION WAS UNSUCCESSFUL. APPLICANTS WILL BE REQUIRED TO SIGN AN EMPLOYMENT CONTRACT, PERFORMANCE AGREEMENT AND DISCLOSURE OF BENEFITS AND INTEREST DECLARATION.

ADV T B MEA – ACTING MUNICIPAL MANAGER - CENTRAL KAROO DISTRICT MUNICIPALITY

