

CENTRAL KAROO DISTRICT MUNICIPALITY

All aspects of our staffing processes shall be non-discriminatory and will afford applicants equal opportunity to compete for vacant positions:

**SKILLS DEVELOPMENT FACILITATOR/HR SUPPORT
DEPARTMENT OF CORPORATE SERVICES – BEAUFORT WEST
SALARY: TASK 12 (R391 644 per annum + fringe benefits)**

MINIMUM QUALIFICATIONS:

● Relevant Degree or National Diploma in Human Resources Management. ● 2 years relevant experience. ● Valid B Driver's License. ● Computer Literacy (MSWord/Excel/PowerPoint). ● Good human relations, interpersonal and communication skills. ● Accuracy and ability to give attention to detail. ● Ability to work under pressure. ● Knowledge of HR related legislation. ● Previous experience as a training specialist will be an added advantage. ● ODETDP Certificate of LGSETA will be an added advantage.

DUTIES WILL INCLUDE: ● Training and Development. ● Workplace Skills Plan Administration. ● Skills Development ● Determine training needs and arrange for training. ● HR Information and Statistics. ● General HR Administration and Support. ● Career Planning.

Fringe benefits for permanent employees include: retirement fund, medical scheme, group life insurance, 13th cheque and a non-pensionable accommodation allowance. Details regarding the comprehensive list of fringe benefits are available on request. The Municipality will reimburse, subject to prior approval by the Municipal Manager, new appointees for the lowest of the three quotations for removal of furniture and household items.

*Applications (please obtain from website - skdm.co.za) on the official application form of the Council must be forwarded to the Municipal Manager to reach the office **not later than Monday 22 September 2025**. No faxed or e-mailed applications will be considered. Applications not accompanied by certified copies of ID, driver's license and qualifications will not be considered. Enquiries may be directed to Gerda van Zyl on Tel. (023) 449-1000. Kindly note that the Municipality does not notify applicants whose applications were unsuccessful. The municipality reserves the right not to make any appointment.*

M J PENXA : MUNICIPAL MANAGER, Private Bag X560, Beaufort West, 6970

