

Address all correspondence to:
 The Municipal Manager
 Kopanong Local Municipality
 Private Bag X23
TROMPSBURG
 9913
[Email:lebo@kopanong.gov.za](mailto:lebo@kopanong.gov.za)
[Website: www.kopanong.gov.za](http://www.kopanong.gov.za)



Tel: 051- 7139200
 Fax: 051-7130292

EXTERNAL ADVERTISEMENT

Kopanong Local Municipality subscribes to the principles of Affirmative Action and its administrative offices are situated in Trompsburg, 125 km south of Bloemfontein in the Free State. Kopanong Local Municipality incorporates the following towns: Bethulie, Edenburg, Fauresmith, Gariep Dam, Jagersfontein, Philippolis, Reddersburg, Springfontein, Trompsburg.

07 NOVEMBER 2016

Suitably qualified candidates are invited to apply for the following post:

JOB ADVERTISEMENT	
JOB TITLE	HUMAN RESOURCE MANAGER
REPORTING TO	DIRECTOR CORPORATE SERVICES
SALARY	R 359 083.44 (p.a)Entry Level Plus Benefits
NO OF INCUMBENTS	1
LOCATION	KOPANONG LOCAL MUNICIPALITY(TROMPSBURG)
DURATION	Permanent
PREFERRED MINIMUM EDUCATION	Bachelor Degree or National Diploma in Human Resource Management or equivalent qualification.
JOB RESPONSIBILITIES	<ul style="list-style-type: none"> ✚ To manage, control and co-ordinate the task/activities associated with human resources management through the application of laid down procedures and guidelines whilst rendering a human resource service to the Municipality. ✚ Manage and oversee the rendering of human resources administration issues to promote sound practices. ✚ The prospective incumbent will report directly to the Director Corporate Services. ✚ Accountable for health and safety, including skills intervention of the employees. ✚ Responsible for the recruitment and selection of the most best suited candidates for the Municipality- covering the general Administration and record keeping within the Municipality
ADDITIONAL COMPETENCIES	<ul style="list-style-type: none"> ✚ In depth knowledge of the administration of local government as well as experience in Human Resource field will be an added advantage. ✚ Possession of valid driver's licence.
APPLICATION TO BE DIRECTED TO	<ul style="list-style-type: none"> ✚ In anticipation of a large number of applications, correspondences will be limited to the short listed candidates only. ✚ We appreciate your demonstrated interests of being part of Kopanong Local Municipality. ✚ Canvassing for appointment is highly discouraged ✚ Applications :Details and comprehensive Curriculum Vitae including covering letter accompanied by

	<p>certified copies of qualifications must be addressed to:</p> <ul style="list-style-type: none"> ✚ The Municipal Manager, Kopanong Local Municipality Private Bag X23, Trompsburg, 9913 ✚ You are further advised that the Council has the right to appoint any candidate if it is in its view that no suitable candidate could be found. ✚ No faxed or emailed applications will be accepted. If you have not received any response within 30 days after the closing date, consider your application unsuccessful. ✚ Enquiries regarding the position may be directed to the Director Corporate Services; Me.C.Pitso at the following telephone number: (051) 7139 200/7139 284
DATE OF PUBLICATION	11 NOVEMBER 2015
CLOSING DATE OF APPLICATIONS	30 NOVEMBER 2016
MUNICIPAL MANAGER	Me L.Y MOLETSANE

LY MOLETSANE (Me)
MUNICIPAL MANAGER

