

(LOCAL NEWSPAPER (KLERKSDORP RECORD/LENTSWE)

DIRECTORATE: CORPORATE SUPPORT

UNIT: RECRUITMENT & SELECTION

POSITION: SENIOR PERSONNEL OFFICER

Salary

- R540 984.00 – R597 348.00 per annum (Level 5)

Qualifications

- Grade 12
- National Diploma/ or Degree in Human Resource Management or related field

Experience

- 5 - 8 years' working experience in recruitment and selection

Requirements

- Computer Literacy
- Valid Code B driver's license

Key Performance Areas

- Coordinates the activities of the HR officers and other supporting staff by meeting with them and strategically planning the activities of the section.
- Coordinates the recruitment and selection for the various Directorate by arranging for the advertisement of posts, delegating to the HR Officers the shortlisting and interviewing thereof, controlling the diary of meeting for the following week and attending senior positions, in order to ensure that the correct procedures are applied and to advise and support the various directorates and departments in this regard.
- Conduct induction of all new employees by explaining the conditions of service and related issues with them in order to ensure new employees are aware of the relevant provisions and are introduced to the organization in a professional manner.
- Advises Council through its Committee Structures by preparing reports to Council on matters relating to Human Resources by acquiring the necessary information from internal and external sources and applying such to the situation and submitting reports to the Deputy Director: HR & LR via the Assistant Director: HRM & D, in order to protect the interest of Council.
- Ensure the timely submission and accuracy of all data to the Directorate of Finance Services each month and arrange for and checks the implementation of general annual increase.
- Attends to HR issues that apply to the whole organization by liaising with various Heads of departments and external organizations to ensure the effective functioning of the personnel department.

- Performs a mediation function between employees, their union representatives and management when disputes arise, in order to attempt to resolve issues informally before formal grievances are field.

CLOSING DATE: 17 September 2025

Prescribed application form is available. Failure to complete prescribed form will be disqualified.

The following documents should be attached: Certified copies of original documentation of

- ID Document,
- Qualifications,
- Training Certificates and
- Driver's license (where applicable) and must be attached to the CV and failure to submit certified copies will render your application unsuccessful.

Also note that:

- Faxed or e-mailed CVs will not be considered.
- Copies of certified documents will also not be considered.

Interested Candidates are requested to submit complete Curriculum Vitae at the Human Resource Services Section, Room 15, Ground Floor, Civic Centre, Cnr Bram Fischer and OR Tambo Street, Klerksdorp. Alternatively, CV's may be mailed to: Recruitment Section, HR Department, P.O. Box 99, Klerksdorp, 2570. Shortlisted candidates (if necessary) will be subject to a security clearance conducted by National Intelligence Agency. Enquiries can be made with Mr. MV Toli/ IE Modise/ Ms. N Madona/ Mr. S Khata on 018 487 8094/ 8532. Suitably qualified and/or experienced persons with disabilities are encouraged to apply. The City of Matlosana is an Equal Opportunity Employer.

If you have not been contacted by the City of Matlosana within 3 months, you may accept that your application was unsuccessful.

**CIVIC CENTRE
PO BOX 99
KLERKSDORP
2570**

**MS. L SEAMETSO
MUNICIPAL MANAGER**

NOTICE NO. 38/2025