

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

**Human Resources Clerk X01**

**Salary: R118 835.04 – R154 256.28 (Benefits include: Medical Aid, Housing Allowance, Pension and 13<sup>th</sup> cheque)**

**REQUIREMENTS:**

- Matric certificate
- Certificate in Human Resources Administration
- 6-12 month's administration/ relevant experience
- Computer literate
- Communication skills

**RESPONSIBILITIES:**

- Leave administration (assist in calculating leave to be captured on the system) and correct manual spreadsheet
- Ensure leave sheets are filled accordingly
- Check and print the clocking system **VS** manual attendance register.
- Assist in preparing back to basics report
- Capturing all job applications received onto a spreadsheet to simply shortlisting process.
- Attending to staff queries and forwarding it to the HR Officer
- Retrieving supporting documentation and records to facilitate and support query resolution
- Assist in compilation of Workplace Skills Plan (WSP)
- Assist in facilitation of the venues for HR meeting/LLF, interviews workshops and attend it.
- Arrange and deal with all learnership/apprenticeship and quires in terms of payments.

**Enquiries in respect of the above position should be directed to the Human Resources Officer: (036) 448- 8000 Extension 8044 during office hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:**

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

*The closing date for applications is **11 October 2016, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.*

**SD SIBANDE  
MUNICIPAL MANAGER**