

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

Human Resources/Benefits Officer

Salary: R169 595 52 – R205 034 52 (Benefits include Medical Aid, Housing and Pension)

REQUIREMENTS:

- Matric certificate
- National Diploma in Human Resources/Public Management
- 2-3 years' relevant experience in Human Resources
- Computer literate
- Report writing skills
- Communication skills
- Knowledge of employees wellbeing and their benefits

RESPONSIBILITIES:

- Responsible for all Pension related matters/issues new employees applications, changes/ updates, claims (resignations, deceased, dismissal, retirement) and all types of employees from exit
- Liase with NJMPF/GEPF medical aid schemes and banks
- Compiling reports on specific personnel related items (medical boarding , study loans and home loan allowance)
- Implementing programmes to promote EAP within the municipality.
- Responsible for HR admin and reporting
- Responsible for all municipal benefits and claims.

Enquiries in respect of the above position should be directed to the Human Resources Manager: Ms Z Makhaza (036) 448- 8000 Extension 8047/8096 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 **14 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**