



KAROO HOOGLAND MUNICIPALITY

Karoo Hoogland Municipality an employer committed to equal employment, invites persons to apply for the undermentioned vacancy

RE-ADVERTISEMENT (EXTERNAL/INTERNAL)

REF NUMBER: HR 020/2025

POST: CLERK HUMAN RESOURCE MANAGEMENT

DEPARTMENT: (HR DEPARTMENT): OFFICE OF THE MM

Salary: TASK Grade 6 – R162 864.00 per annum (plus normal municipal benefits)

Place of Work: Karoo Hoogland Municipality – Williston Office

JOB PURPOSE:

Performs clerical support (Recruitment, Job Descriptions, Organizational Development, Employment Equity) to the Human Resource Practitioner/Manager and attends to specific office support/ clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents/ correspondence and, communicating with visitors, officials and sourcing and making available routine information pertaining to scheduled activities of the Human Resource Section.

ESSENTIAL REQUIREMENTS:

Educational Qualification:

Grade 12 (Matric); Computer Literacy: MS Office

Experience:

1 – 2 years' experience' relevant experience in a Human Resources environment.

Skills & Knowledge:

Computer literacy – MS Office applications (Word, Excel, Outlook); Sound knowledge of HR systems and municipal HR procedures; Understanding of relevant legislation (Municipal Systems Act, BCEA, LRA, Employment Equity Act); Provides routine clerical support and follows standard procedures; Performs complex administrative functions which require specialized knowledge.

Key Duties:

Providing clerical and administrative support within the HR Department; Assisting with recruitment, staff provisioning, and job description updates; Supporting Employment Equity, training and development, and wellness initiatives; Coordinating HR records, documents, and reporting; Assisting with labour relations processes, including grievances and discipline; Ensuring compliance with HR policies, systems, and relevant labour legislation; Communicating effectively with staff, management, and external stakeholders; Performing other HR-related duties as required by supervisor/manager; Facilitates and monitors implementation of disciplinary and grievance procedures; Production of Documents; Informal and Formal Reporting; Communication with internal and external stakeholders.

Other Competency Requirements as Stipulated in Annexure A of the Government Gazette No 45181 Dated 20 September 2021 pages 52 - 61: Demonstrate all competencies from level 1. Please visit https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf and read through headings below:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
• Written Communication. • Oral Communication • Attention to Detail. • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising	• Business Processes • Use of Technology • Data Processing & Analysis	• Service Delivery Orientation • Interpersonal Relationships • Communication • Customer orientation and customer focus	• Action • Orientation • Resilience • Change Readiness • Cognitive ability • Learning orientation	• Impact and Influence • Team Orientation • Direction Setting • Coaching and Mentoring

PLEASE NOTE: PLEASE READ THE BELOW CONDITIONS CAREFULLY, ONLY THOSE WHO COMPLY WITH THE CONDITIONS WILL BE CONSIDERED

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE plan
3. **When applying, the application and consent form must be included in the application if not it will lead to disqualification.**
4. Also attach an updated CV (Including details of at least three (3) contactable WORK REFERENCES and the relevant numbers), Certified **copies of qualification (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable.**
5. Any candidate appointed at Karoo Hoogland Municipality will sign an employment and performance agreement subject to probation per the Local Government: Municipal Staff Regulations where applicable.
6. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered.
7. For enquiries contact the Human Resources Office on 053 285 0998.
8. Canvassing with Councilors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
9. Fraudulent qualifications documentation will immediately disqualify any applicant.
10. Receipt of applications will not be acknowledged, and no supporting documentation will be returned
11. For more details on vacancies visit our website www.karoohoogland.gov.za.
12. The Council reserves the right not to make an appointment and to add/amend/change the salary package.
13. If you have not heard from us within sixty (60) days of the closing date, please accept that your application has been unsuccessful.

CLOSING DATE: 10 October 2025 at 12:00

Job Related Enquiries: Mr. M Kennedy – 053 285 0998

General HR Enquiries: Ms. C Bezuidenhout – 053 285 0998

Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at – The Office of the Municipal Manager, Mr. J Jonkers, Po-Box 165, 2 Mulder Street, Williston, 8920.

Or email to

recruitment@karoohoogland.gov.za



MR J JONKERS
MUNICIPAL MANAGER
03 October 2025