



## **KGATELOPELE MUNICIPALITY**

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

### **APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT POSITION**

**Reference no: KLM 05/2025/2026**

**JOB TITLE: HUMAN RESOURCES OFFICER  
DEPARTMENT: CORPORATE SERVICES**

**Salary – Total remuneration package: Task Level 10 (R304 816,03) per annum**

**Terms of Appointment: Permanent**

#### **Minimum Requirements:**

- National Senior Certificate with;
- NQF 6/7 (National Diploma/Degree) as recognized by SAQA in Human Resource Management / or any related field.
- 1-2 years relevant experience in Human Resource Management field and/ or Labour Relations field.

#### **Key Responsibilities:**

- Performing administrative duties, such as maintaining employee databases and sorting emails for the HR department.
- Maintaining proper records of employee attendance and leave to assist with payroll duties.
- Assisting the Senior Human Resources Management Officer in policy formulation, hiring and salary administration.
- Assisting with the shortlisting of candidates and scheduling job interviews
- Coordinating orientation and training sessions for new employees.
- Serving as a point of contact, providing smooth communication with employees and timely resolution to their queries.
- Managing and coordinating schedules for the HR department, including meetings and events.
- Ensuring compliance with employment and labour laws.
- The incumbent will render general clerical support service: Record, organize, store, capture and retrieve correspondence and data in terms of Disciplinary cases, Grievances, Dispute resolution, training provided and update registers.
- The incumbent will be dealing will Labour Relation cases, Disciplinary cases etc.
- Conducting skills audits, developing Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs), and ensuring alignment with SETA requirements and quality assurance.

**Financial interest;**

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Act of 2000 as amended or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and/ Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable is required.
- No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted.

Applications can be posted to The Municipal Manager  
Attention: Adv. W Blundin  
Kgatelopele Municipality  
P.O. Box 43  
DANIELSKUIL  
8405

**Or can be hand delivered at:**

Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Senior Human Resource Officer: Ms. C. van Rooyen (053) 384 0101 during office hours between 07:30 am – 16:45pm Monday to Thursdays and Fridays till 15:30pm.

**CLOSING DATE: 04 August 2025 at 12:00pm**