



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 14/2025/2026

RE-ADVERTISEMENT

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

Salary – Basic Salary per annum: Task Level 10 (R304 816,03) Plus Benefits

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.
- 2-5 years relevant experience in Human Resource Management field and/ or Labour Relations field.

Key Responsibilities:

- Prepare notifications using pro-forma types associated with the confirmation of employment, contracts, regret letters, termination of services.
- Compile reports on specific personnel related items (medical boarding, study loans/bursaries, etc.) and seek approval prior to forwarding for inclusion on Committee and Council Agenda.
- Complete standardized forms and documentation reflecting details/ information and/ or descriptions in respect of medical boarding, injury on duty, appointment/ termination instruction.
- Grievances, Dispute resolution, training provided and update registers.
- The incumbent will be dealing will Labour Relation cases, Disciplinary cases etc.
- Verify details of posts recorded on approved vacancy requisition forms and/ or refer to the job description to establish role boundaries and specifications for inclusion into advertisements.
- Receive and reference applications from prospective candidates, check and confirm references and related information and prepare short-lists of candidates qualifying specific appointment criterions/ standards.
- Schedule and confirm the date of the interview and inform representatives and applicants accordingly.

- Apply specific statutory and procedural sequences on engagement of the successful applicant (Unemployment Insurance Fund Registration, Income Tax, banking details, medical checks, etc.).
- Receive and reference training and study loan applications and check budget provisions and availability of funds to address requirements.
- Communicate with accredited training service providers with regards to requirements and availability to conduct training.
- Determine reporting requirements and access specific records and information system databases to extract information.
- Arrange and interpret information to formulate summaries and conclusions on specific dimensions of human resources within the organization (employment levels, categories, gender and race groups, disabilities, skills profile, etc.).
- Make available verified information to facilitate the compilation of statutory reports for submission to official regulatory bodies depicting the employment and skills profile of the organization.
- Confirm the venue, prepare notices/ agendas and circulate to specific officials and representatives.
- Communicate with officials and personnel in respect of outstanding items for inclusion into the agenda.
- Attend the meeting and record the discussion and/ or provide interpretation in the official language to facilitate understanding of arguments and/ or responses to discussion items.
- Prepare and submit the minutes of meetings and/ or hearings for verification prior to circulation.
- Co-ordinate and conduct training courses based on relevant topics and functionalities in order to ensure the methodology and approach of training and learning programmes support the development of employees improving their abilities to comprehend concepts and procedures in the workplace.
- Co-ordinate sequences associated with establishing the skills capacity of the organization in order to ensure critical skills and learning interventions are identified enabling the organization to plan, prioritize and implement programmes that contribute to efficiency and quality of service delivery.
- Prepare the Workplace Skill Plan (WSP) and Annual Training Report in order to ensure that the WSP is submitted on time and that the skill needs of the municipality are effectively captured and training options provided for.

IMPORTANT NOTES:

- 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 6 months) and proof of Competency level, where applicable is required.
- Kgatelopele Local Municipality is Committed to comply with the requirements of the Employment Equity Act No.55 of 1998, for the advancement of previously disadvantaged and disabled persons, and therefore encourage persons from these groups to apply.

APPLICATIONS CAN BE PUBLISHED 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.

OR EMAILED TO:

recruitment@kgatelopele.gov.za

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.

NB: NO LATE APPLICATIONS WILL BE ACCEPTED AND NO CV APPLICATIONS WILL BE ACCEPTED WITHOUT THE APPLICATION FORM!!!!!!

CLOSING DATE: 26 May 2026 at 12:00pm