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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
MANAGER: HUMAN RESOURCES

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.

DISCLAIMER

- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.



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MANAGER: HUMAN RESOURCES

Department:	Group Corporate & Shared Services
Branch:	Group Human Capital Management
Designation:	Manager: Human Resources
Remuneration:	R42 403.58 pm (basic salary, excluding benefits)
Location:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4 plus Degree in Human Resources Management (HRM)/Human Resources Development (HRD) or related tertiary qualification in HRM at NQF level 7;
- 5 – 7 years' experience in Human Resources Management field value chain, with a strong emphasis on Recruitment and Selection in the public sector; and
- Good Knowledge of Formulation of Vision and strategy; HR Policies and Process; Public Service Environment; Skills Development Act/Skills Development Levies Act; Employment Equity Act; Municipal Finance Management Act; Municipal System Act; Administration Procedures; Labor Legislation (LLA, BCEA).

Primary Function:

Provide generalist HR services through the implementation of Group Human Capital Management policies and practices that will assist in creating a competent workforce in a positive climate to support business imperatives and enhance service delivery. The incumbent will have to understand and identify the client's business needs in order to develop an HR plan, develop an HR implementation plan, comply to agreed SLA and OLA requirements, provide support for the recruitment process, implement onboarding and induction of new and transferred staff and generate HR reports, implement a performance management system, coordinate diversity and assist line to develop and implement their succession and talent management plans.

Key Performance Areas:

- Coordinate managerial requirements associated with the Human Resource functionality.
- Manage specific sequences associated with the employment of personnel.
- Collate and prepare qualitative and quantitative information for inclusion into specific statutory reports.
- Manage and control procedures and processes associated with maintaining employment relation and industrial peace.
- Assist in provide guidance to business units regarding implementation overall organisation strategy.

Leading Competencies:

- Ability to function under stress;
- Time management;
- High level of confidentiality and people management;



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- Collaborative/Teamwork;
- Value and Integrity;
- Attention to detail and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics;
- Professionalism;
- Moral competence;
- Planning and Organising.

Core Competencies:

- Computer literacy (Microsoft Word and Excel);
- Good communication (verbal and written);
- Coordinating skills;
- Presentation;
- Facilitation skills.

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”

CANDIDATES WHO PREVIOUSLY APPLIED FOR THIS POSITION ON CIRCULAR 064/2022 NEED NOT TO RE-APPLY

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1AEOlseyoR-ChT8CP7dD3rAew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Reuben Mawela
Tel No: 011 407 6635

CLOSING DATE: TUESDAY, 13 DECEMBER 2022

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted: Credit Record, CV validation and Employment record verification, Criminal check, and Identity validation.

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