

ADDITIONAL INFORMATION ON THE FOLLOWING POST

CORPORATE SUPPORT SERVICES CLUSTER

OFFICE OF THE CHIEF CORPORATE SERVICES OFFICER

DIRECTOR: HUMAN RESOURCES MANAGEMENT SERVICES (Ref. 17)

POSITION CODE: 5515

BASIC ANNUAL SALARY: R517 260*

* The total remuneration package for this post equates to approximately R724 164 per annum, which includes a basic annual salary of R517 260 per annum, plus prescribed benefits such as a car allowance, medical aid, housing subsidy and pension fund.

JOB DESCRIPTION FORM

SECTION A: JOB TITLE AND INFORMATION SECTION

A1. POST IDENTIFICATION	
1. Municipality	Nelson Mandela Bay Municipality
2. Post title	Director: Human Resources Management Services
3. Number of posts	1
4. Job grade	17
5. Post identification no/s	NMHRPS018

A2. LOCATION OF POST	
Directorate	Corporate Services
Sub-directorate	Human Resources
Division or Section	HR Management Services

A3. SURROUNDING POSTS	
Immediate supervisor	
Job title	
1. Chief Corporate Services Officer	
Immediate subordinates	
Job title(s)	
1. Assistant Director: HR Management Services	
2. Administrative Assistant	

SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POST

B.1 JOB PURPOSE		
Directing and ensuring effective and efficient human resources management of the Municipality to ensure the alignment of all human resources management services to the Municipality's overall strategy; the alignment of all human resources management policies with the applicable legislation * Implementing and developing best practices human resources management support throughout the organisation.		
B.2 DUTIES OF THE POST		
NO.	DUTIES/TASKS (What, How and Why)	FREQUENCY
1.	<p>Manages the Human Resources Management Services Division to ensure operational efficiency, by:</p> <ul style="list-style-type: none"> • planning long and short term objectives for the division and ensuring the achievement thereof; • co-ordinating the programme of work within the division; • organising the activities of subordinate staff and assisting them in solving problems which extend beyond the scope of their training/experience/delegated authority; • ensuring adherence to the relevant policies/procedures and standing work orders and recommending the updating/reviewal of such where necessary. 	Daily

2.	<p>Manages and oversees the following Divisional responsibilities/activities to meet the needs of the organisation:</p> <ul style="list-style-type: none"> • recruitment and selection; • performance management; • staff benefits administration; • general HR administration, including Directorate/cluster records and archive material; • reception/access control; • the control of materials, equipment, furniture, and applicable inventories; • dispute/conflict resolution processes i.r.o. retrenchment and redundancy proceedings, placement/appointment disputes, disputes regarding the Benefit Schemes; • medical boards. 	Daily
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3.	<p>Monitors existing Human Resources Management Services policies/ procedures and other relevant documents to ascertain whether such documentation adheres to legal requirements and the objectives of the NMBM's Integrated Development Plan (IDP) by:</p> <ul style="list-style-type: none"> • scrutinising documents to identify clauses that could be ambiguous; • proposing amendments, where necessary; • reporting the above to the relevant Standing Committees; • communicating approved amendments to the various stakeholders and monitoring the implementation thereof. 	On-going
4.	<p>Analyses and interprets amendments to the Conditions of Service to ensure the fair and consistent application thereof and provides directorates/clusters and other administrative staff with accurate guidelines, by:</p> <ul style="list-style-type: none"> • studying collective agreements as per the South African Local Government Bargaining Council (SALGBC) and/or Council resolutions; • determining the appropriate application and its effect on Directorates; • preparing appropriate circulars; • monitoring the application of said amendments. 	On-going
5.	<p>Performs supervisory duties for subordinate staff for control purposes by:</p> <ul style="list-style-type: none"> • establishing operational objectives; • approving leave; • overseeing the control of the operational budget for the Branch; • maintaining discipline and resolving grievances; • delegating tasks and checking work; • controlling the inventory attached to the Branch; • ensuring that facilities are maintained; • ensuring that staff are informed regarding legislation and procedures, and changes thereto, that are necessary for the efficient performance of their duties. 	On-going

6.	<p>Oversees procurement related duties to assist directorates / clusters in meeting their operational requirements by:</p> <ul style="list-style-type: none"> • checking advertisements in terms of the criteria reflected on job descriptions in conjunction with equity principles; • ensuring the arranging for the placement of advertisements in the appropriate media; • ensuring the generating letters of appointment or official contracts. 	On-going
7.	<p>Ensures that communication strategies are in place to create awareness of Division related matters by ensuring that consultation forums remain operational and that accurate information is communicated to all stakeholders.</p>	On going
8.	<p>Serves on and attends meetings of policy formulating forums, steering committees, task teams and Standing Committees, by:</p> <ul style="list-style-type: none"> • developing and/or recommending amendments to Council's policy and/or procedures, to ensure consistency and fair practice, by preparing reports/items for submission to the relevant committees; • providing verbal input on reports where necessary. 	Monthly

SECTION C JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities.

C.1 ESSENTIAL REQUIREMENTS OF THE POST	
State the minimum educational, qualifications and experience that are required to perform the job competently.	
Qualification	A B.Degree in human resources management or related degree
Experience	Five years' senior management experience operating at a strategic level in human resources management * Human resources management policy development and implementation * Proven experience in benefits administration, recruitment and selection, transfer and placement of local government employees * Proven experience in developing a human resources management infrastructure from scratch * Transformation * Change management * Knowledge of the Employment Equity Act, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act and all applicable human resources legislation.

C.2 PREFERRED REQUIREMENTS OF THE POST	
Qualification	A Master's degree qualification (will be an added advantage)

C.3 PHYSICAL/MENTAL REQUIREMENTS OF THE POST	
1.	Minimal physical exertion is required as the incumbent spends most of the day seated at a desk.
2.	Mental stresses are associated with having to make immediate decisions that may require having to deviate from Council policy. Deadlines are experienced with regard to the submission of items to various Council committees for approval.

C4 SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)	
1.	Driver's license