

HR Duties:

1. Recruitment & Selection

- Ensuring that all vacant posts are filled and the Council's Recruitment policy is adhered to.
- Submitting to Payroll all the information with regard to new employees.
- Performing induction for all newly appointed employees

2. Training & Development

- Performing the skills audit
- Co-ordinating the staff training in terms of the skills audit
- Compiling the Workplace Skills Plan and Annual Training Report and submitting to the SETA
- Reporting to the Training Committee
- Co-ordinating staff bursary applications

3. Disciplinary Hearings

- Co-ordinating staff disciplinary hearings i.e. submitting to the Municipal Manager all requests for the Disciplinary hearing
- Ensuring that the Prosecutor and the Presiding Officer are appointed, and that the case is being investigated
- Attending the Disciplinary Hearing and taking minutes during the process

4. Payroll Administration

- Submitting to payroll all the information with regard to employees changes in salary and personal information

5. Pension Fund Administration

- Assisting new employees when joining the fund
- Assisting employees / beneficiaries with the claims and submitting the claims to the relevant fund
- Liaising with the Pension Fund on behalf of the employees / beneficiaries

6. General Functions

- Filing
- Attending meetings (Provincial HR Forums, SDF etc.) on behalf of the Municipality
- Writing Memo's to other Departments
- Submitting monthly reports
- Co-ordinating meetings (Local Labour Forum, Training Committee)
- Doing exit interviews
- Submitting H R reports to Local Labour Forum & Council

7. Medical Aid Administration

8. Leave Administration