

**RAY NKONYENI MUNICIPALITY  
MUNICIPAL NOTICE: 047 of 2025**

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Ray Nkonyeni Municipality, an equal opportunity employer, requires the services of suitably qualified, well motivated, assertive and result driven candidate to appoint to the following post:-

**CORPORATE SERVICES DEPARTMENT**

**MANAGER HUMAN RESOURCES**

**Salary:** R 585 265, 92 – R 759 713, 52 per annum (Excluding all benefits)

**Requirements:** Diploma in Human Resources Management or related fields • Post graduate qualification will be an added advantage • A minimum of five (5) years experience in Human Resources Management environment • Computer literacy in MS Word and Excel • Good public relations skills to deal with staff at all levels • A valid Code B driver's license.

**Key Performance Areas:** Providing an integrated Human Resources Management support and ensuring implementation of all policies in the Municipality • Manage and coordinate the submission of monthly reports to Local Labour Forum (LLF), Municipal Manager, Corporate Management Committee, Corporate Services Portfolio Committee etc • Managing the administration of Employee Benefits within the Human Resources Section • Monitoring and managing staff mobility and ensuring that correct action and steps are implemented • Advising and assisting Managers with Recruitment and Selection, Labour Relations, Conditions of Service, Performance Management • Responding to audit enquiries • Ensuring implementation of the Employment Equity Plan (EEP) • Ensuring the implementation of the South African Local Government Collective Agreement • Ensuring adherence to sound Occupational Health and Safety Compliance standards and procedures • Ensuring the development and implementation of retention strategy • Ensuring the alignment of Human Resources strategies and policies within the context of overall Municipal Strategic objectives.

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***Ray Nkonyeni Municipality is guided by the principles of Employment Equity.***

**Closing date: 04 April 2025**

**NB: Applications must reach our office by no later than 16h00 on the closing date!**

*Canvassing of Councillors will disqualify the applicant.*

Submit **Application Form**, CVs with certified copies of all required documents to the Ray Nkonyeni Municipality, Department Corporate Services, 10 Connor Street, P O Box 5, Port Shepstone, 4240

**Enquiries** : RK Lubanyana  
Head of Department: Corporate Services

**Telephone** : (039) 688 2070/1

**NB** : If you do not hear from us within (21) working days of the closing date, regard your application as unsuccessful.

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