

## **JOE GQABI DISTRICT MUNICIPALITY**

### **INTERNAL ADVERTISEMENT**

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Tlokoeng and the rural part of Tsolo and Qumbu).

**Applications from suitably qualified candidates are invited for the following position:**

#### **CLERK GRADE 3: EMPLOYMENT EQUITY COORDINATION (EQUITY PLANS & REPORTING) X1**

**(Task Grade 06 of a Category 4 Local Authority)**

#### **REMUNERATION**

An annual salary of **R 156 994.00** is on offer.

#### **FRINGE BENEFITS**

Normal fringe benefits include leave, membership to a group life scheme, housing / rent subsidy on certain conditions, pension/provident fund and membership to a medical aid scheme subsidised by Council.

#### **REQUIREMENTS**

- Grade 12
- Certificate in Human Resources Management (NQF Level 5 / N6 Certificate).
- Three years National Diploma in Human Resources Management will be an added advantage.
- Good communication and organizing skills.
- Good interpersonal and presentation skills.
- Minute taking and report writing skills.
- One year relevant experience.

#### **CORE RESPONSIBILITIES**

- Answering routine inquiries regarding any information affecting office operations and directing other inquiries to the relevant personnel.
- Receiving, date stamping, perusing and registering all incoming mail/outgoing mail and documents for the section in a register, and ensuring that outgoing mail and documents are signed for by recipients for easy tracking.

- Dispatching outgoing mail and documents and ensuring that they are signed for by recipients for easy tracking.
- Typing documents for the section, using relevant computer office packages and forwarding them to the immediate superior for further action.
- Capturing appointments for sectional employees in the diary and facilitating the honoring of appointments.
- Providing the parties concerned with prescribed supporting information, recording the diary and facilitating the honoring of appointments.
- Preparing and distributing the agendas, and other documents for meetings/sessions, organized by the section according to the required format.
- Arranging all necessary logistics including venues for meetings/sessions/workshops etc. organized by the section.
- Interacting with relevant departments for the sourcing of transportation for employees when travelling is involved.
- Recording details for discussions and resolutions at meetings/sessions and preparing draft minutes / resolutions according to the prescribed format and forwarding to the immediate superior for processing.
- Distributing approved minutes and resolutions to the relevant stake holders.
- Filing and maintaining all documentation in line with the municipality's record management procedures and guidelines.
- Distributing and assisting departments in completing data gathering instruments relating to the functionary.
- Collecting and perusing completed data gathering instruments and submitting them to the immediate superior for processing.
- Following up with departments on any input required for employment equity functions.
- Facilitating access by employees to the employment equity regulations, plans, reports and DoL notices by displaying and placing them in prominent places where they can be read by all employees.
- Publishing the employment equity plan and report in line with the providing legislation.
- Updating and maintaining databases relating to key indicators of the section in compliance with relevant procedures.
- Any other duties as reasonably delegated by Management and as outlined in the job description linked to this position.

Kindly submit a detailed CV together with a prescribed application form and relevant valid certificates and documents to the attention of the Manager: Human Resources or alternatively electronically apply via e-mail on [recruitment@jgdm.gov.za](mailto:recruitment@jgdm.gov.za). No faxed or late applications will be accepted. Application forms can be downloaded on our website, [www.jgdm.gov.za](http://www.jgdm.gov.za). Canvassing and/or lobbying of Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant.

***Please note that non-completion of the official Joe Gqabi District Municipality Application for Employment Form will immediately disqualify any applicant. The Senior Management Application Form and the Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.jgdm.gov.za/>***

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address below:

**ATTENTION: MANAGER- HUMAN RESOURCES AND LABOUR RELATIONS**


**MR. M.P NONJOLA**

Municipal Manager  
Cnr Cole and Graham Street  
Private Bag X102  
BARKLY EAST  
9786

**ENQUIRIES: B.F PHETHOHA**

Tel No: (045) 979 3039/3089  
File No: 4/6/3/8

**CLOSING DATE: 13 MARCH 2024**

  
2024/03/04  
Approved