

PHYSICAL ADDRESS
PORT ST. JOHNS LOCAL MUNICIPALITY
ERF 257 MAIN ROAD
PORT ST. JOHN'S

POSTAL ADDRESS:
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PORT ST. JOHN'S
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EXTERNAL ADVERTISEMENT OF VACANCY

The Port St Johns Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Suitably qualified persons are hereby invited to apply for the following vacancies that will be in terms of the Employment Equity Plan of the municipality. Females and disability are encouraged to apply.

POST NO. : HUMAN RESOURCES MANAGER (PERMANENT)

TASK GRADE : 18

BASIC SALARY: R992 226.96 – R1 288 780.32 pa

Job purpose

Manages the Human Resources functionality recruitment & selection, employee assistance, organizational development, labour relations, employee wellness, skills development, payroll and conditions of service, In order to ensure implementation and alignment with policies, procedures, systems and controls guiding critical human resources interventions are in line with IDP and SDBIP objectives.

Key performance areas

Research and develops strategic and short-term plans for the Human Resources functionality. Control outcomes associated with utilization and performance of personnel within the human resource section. Mapping out current future HR requirement taking into consideration operational needs, skill capacity retention capability as influential factors. Analyzing the organization's investment in its human capital strategy and consolidating estimates of the requirement to support continuous improvement and personnel development for inclusion into the departments' budget. Managing the development and implementation of the HR plan, submit to the immediate superior for further processing. Evaluating the capability of prospective applicants & participating in the interviewing & final selection sessions.

Knowledge Required

Plays a wide range of research, problem solving, design and standards setting role and /or more focused research problem solving role. Participates in plans and leads projects. Supervises and coordinates various Human Resource Staff and manages resources (assets, budgets)

Minimum requirements

Grade 12, B-Tech or Degree in Human Resource Management, Code B Driver's License, registered with relevant professional body, Minimum of 5 years or more relevant experience in Human Resources Management functions preferable in Local Government sphere, at least 3 years supervisory experience.



Applications must be submitted on the Port St Johns Local Municipality's application form Employment. All applications should be accompanied by a detailed curriculum vitae (CV), certified copies of qualifications and must be submitted for the attention of the Senior Manager Corporate Services to the following address/es: Port St Johns Local Municipality, P.O Box 2, Port St Johns, 5120 or hand delivery to Erf. 257 Main Street, Port St Johns 5120.

Enquiries relating to the above should be directed to:
HR Office at Telephone: 047 564 2700

NB. In the case the Municipality is unable to find suitable candidate it reserves the right not to continue with the selection process and to re-advertise the position.

Shortlisted candidates will have to undergo screening, and the necessary reference check will be done. Applicants with foreign acquired qualification need to submit (South African Qualifications Authority) SAQA verification letter for their qualifications on application

Lobbying and canvassing of Municipal Councilors and /or management is prohibited and whoever is found guilty thereof will be disqualified from the recruitment process

CLOSING DATE FOR APPLICATIONS: 12 October 2025



S. Wana

Acting Municipal Manager



 Port St. John's Local Municipality