

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

POSTAL ADDRESS:
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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.

1. POST : HUMAN RESOURCES MANAGER (PERMANENT)
TASK GRADE : 16
BASIC SALARY : R R589 432.00- R765 132.00 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. 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
- National Diploma in Human Resource Management/ Diploma in Public Management
- Code B Driver's License
- 5 years experience in Local Government sphere
- 3 years supervisory experience.

2. POST NAME : EMPLOYEE RELATIONS MANAGER (PERMANENT)
DIRECTORATE : CORPORATE SERVICES
TASK GRADE : 16
BASIC SALARY : R589 432.00- R765 132.00

JOB PURPOSE

To manage the relationship between an organization and its workplace, ensuring fair treatment, mitigating legal risks, and resolving conflicts to foster a positive municipal culture. To promote a harmonious, compliant and highly engaged workplace between employers and employees by fostering trust, fairness, and open communication.

KEY PERFORMANCE AREAS

Managing healthy employment relations, and duties between the employees, organized labour as well as ensuring the Municipality adheres to the legal prescripts. Supporting and upskilling line manager's on how to handle difficult employees issues effectively and empathetically. Manage grievances, disciplinary procedures and workplace representatives on mutual interests or organizational changes. Ensuring all ensuring employment practices and people strategies adhere to labor and industrial relations legislation.

KNOWLEDGE REQUIRED

Participate in, plans and leads projects. Supervises and /or co-ordinate various Human Resources. Displays thorough understanding of subject matter, risks, stakeholder dynamics and consultation processes and methodologies. Sound knowledge of research and analytical theories and practices. Fully conversant with all labour legislation and Local Government Bargaining Council Collective Agreements.

MINIMUM REQUIREMENTS

- Grade 12
- Diploma in Labour Law/ National Certificate in Advanced Labour Law/ National Certificate in Practical Labour Law
- 10 years experience in Local Government Sphere (Labour Law Practice)
- Code B driving license

3. POST NAME : BUSINESS DEVELOPMENT OFFICER
DIRECTORATE : LED
TASK GRADE : 11
BASIC SALARY : R384 094.94- R498 573.90 pa

Job Purpose

Coordinates the key performance indicators associated with the Business Development and SMME, to ensure long-term economic growth to accomplish the service delivery objectives as defined in the Integrated Development Plan and SDBIP of the Municipality.

Key Performance Areas

- Monitoring client and stakeholder relationship
- Manage Business growth and retention
- Business research
- Facilitate Funding Security
- Identity new opportunities that will enhance revenue.

Minimum Requirements

- Grade 12
- National diploma in business management / Office administration Management
- 5 years relevant experience in Local Government sphere
- Code B driving License
- Experience in working as a Business Management Officer will be an added advantage

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 to 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: 082 564 2116

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: 31 JULY 2026



M. Ngxekana

Acting Municipal Manager