



# JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

The John Taolo Gaetsewe District Municipality, situated in Kuruman is an equal opportunity employer, and hereby invites suitably qualified candidates to apply for the under-mentioned vacancy.

## *Internal Advert*

### **MANAGER: HUMAN RESOURCES DEVELOPMENT (HRD) (Permanent Position)**

**Remuneration: R 642 189, 75 - R 658 287, 92 per annum**

#### **Requirements:**

- Degree or National Diploma in Human Resource Development/Management/Public Administration or Training Management
- NQF Level 5 Certificate in Occupational Directed Education Training Development Practices (**ODETDP**) certificate or Skills Development Facilitator's certificate will be added as advantage
- Good Communication skills
- Computer Literacy
- Valid Driver's Licence

#### **Key Performance Areas:**

- Co-ordinates procedural requirements associated with personnel development initiatives
- Co-ordinates sequences associated with establishing the skills capacity of the organisation
- Co-ordinates and implements training courses based on the Workplace Skills plan and functionalities
- Interacts and represents the Municipality on aspects related to Education, Training and Development
- Performs tasks/activities associated with the administrative and reporting requirements of the functionality.

#### **Conditions:**

1. Each applicant must submit the following:
2. Completed "Application form for staff members" which can be downloaded from the JTGDM web-site on [www.taologaetsewe.gov.za](http://www.taologaetsewe.gov.za)
  - A signed application letter;
  - A comprehensive CV;
  - Certified copies of qualifications,
  - Transcripts of the professional qualifications;
  - Certified ID and driver's license
3. No late applications will be considered.
4. Candidates will be subjected to vetting, rigorous verification of qualifications and references as well through evaluation and the establishment of possible and criminal records;
5. The candidates will be required to disclose all financial interests.
6. The appointment of successful candidate is subjected to the signing of employment contracts and performance agreements;
7. The Municipality reserves the right at all times not to appoint.
8. If you do not get any response within 30 days of closure of the advertisement, please accept that you were unsuccessful.
9. No faxed or emailed application will be accepted.
10. The John Taolo Gaetsewe Municipality subscribes to the principles of employment equity
11. Canvassing will disqualify any candidate from being considered for appointment

#### **Applications for the position should be forwarded to:**

The Municipal Manager, John Taolo Gaetsewe District Municipality, P.O. Box 1480, Kuruman or hand delivered to 4 Federale Mynbou Street, Kuruman, on or before **16<sup>th</sup> October 2023**.



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All enquiries can be directed to the HR Manager Mrs Portia Mereyotlhe @ 053 712 8750/8710/8714.

Mr KK Teise  
Municipal Manager

