

RATLOU LOCAL MUNICIPALITY

Ratlou Local Municipality is situated in Setlagole in the North West and invites suitable qualified candidate to apply for the following position:-

HUMAN RESOURCE MANAGEMENT INTERN (X 1 POST) (TWO YEAR CONTRACT POST)

Requirements:

- Tertiary qualification: Human Resources & Sociology or equivalent qualifications
- Must be computer literate
- Good communication skills.
- The candidate must be between the ages of 18 and 26.

Key Performance Areas:

- Administration and update of personal files
- Leave administration for all council employees
- Capturing of Human Resource Data
- Pension Funds and Medical Aid Schemes administration
- Employee Assistance Programme and Labour Relations services
- Dispute resolution and work-related team building programs
- Career path and skills advise services
- Occupational Health & Safety compliance services

Salary: R100 000 (all inclusive) per annum

For more information please contact the Manager: Human Resources at **0183307000** or send a detailed CV, covering letter and certified copies of qualifications to:

THE MUNICIPAL MANAGER, P/BAG X 209 MADIBOGO, 2772

NO FACSMILE WILL BE ACCEPTED. Should candidates not be notified of the outcome of their applications within 28 days of the closing date, they should regard their application as having been unsuccessful.

CLOSING DATE : 06 MAY 2016


GLEN LEKOMANYANE
MUNICIPAL MANAGER