

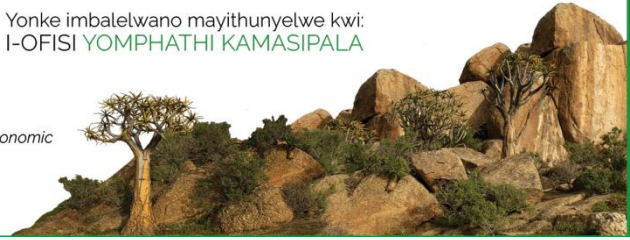


Nama Khoi Local Municipality

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- Alle korrespondensie moet gerig word aan die: KANTOOR VAN DIE MUNISIPALE BESTUURDER
- All correspondence to be addresses to the: OFFICE OF THE MUNICIPAL MANAGER
- Yonke imbalelwano mayithunyelwe kwii: I-OFISI YOMPHATHI KAMASIPALA

VISION: Building tomorrow, today.
 MISSION: To deliver outstanding services to the community and to stimulate economic development in the region with the focus on the previously disadvantaged.



EXTERNAL

VACANCY	HR OFFICER / OHS/WELLNESS
Ref. Nr	HR 26/2025

The following vacancy on the Municipality's staff establishment is available for dynamic and suitably qualified persons

Post Title	Salary	Organogram	Location	Term
HR Officer x1	T11 (R27 604.93 – R35 834.87)	Corporate	Nama Khoi Jurisdiction (Springbok)	Permanent

Vacancy Details :

MINIMUM REQUIREMENTS	DUTIES
<ul style="list-style-type: none"> • Qualification : Human Resource Diploma - NQF Level 6 • Computer Literacy – Office applications. • Experience : 3 Years • SKILLS : Communication , problem-solving, attention to detail, Analytical skills , situational awareness ,teamwork . • Knowledge and Scope of work :Hazard identification and risk assessment, understanding safety standards and legislation, incident investigation ,first aid and emergency response 	<ul style="list-style-type: none"> • Identifying hazards and assessing risks • Health & safety inspections • Enforcing safety regulations • Promoting a safety culture through training and awareness investigation incidents • Monitoring and record keeping

The competency level for this position is a level 2 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No.890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/Leadership Competencies
Organisational Awareness Consulting Planning and Organising Monitoring and Control Negotiation Oral/written communication	<ul style="list-style-type: none"> • Change management • HR Technology/ information management • HR Service delivery • Talent Management' • Workforce planning • Learning and development • OHS • Compensation and benefit management • Performance Management • Employee wellness • Industrial and Labour Relation 	<ul style="list-style-type: none"> • Interpersonal relationships • Communication • Service Delivery Orientation • Customer orientation and customer focus 	<ul style="list-style-type: none"> • Action orientation • Conflict Management • Resilience • Accountability and Ethical conduct • Learning Orientation • Problem-solving and Analysis 	<ul style="list-style-type: none"> • Impact and Influence • Team orientation • Coaching and Mentoring • Direction setting

A full job description is available upon request from [granwell.cockrell@namakhoi.gov.za].