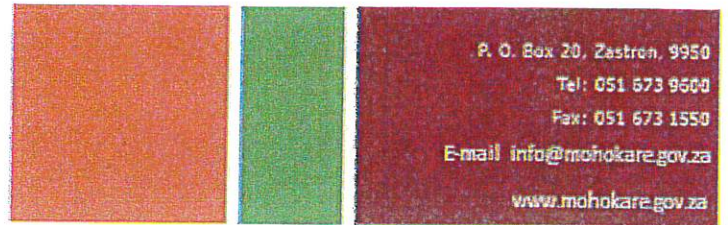




MOHOKARE
LOCAL MUNICIPALITY



Mohokare Local Municipality subscribes to the principles of the employment equity act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.

Applications are invited from suitably qualified persons to fill the following position.

EXTERNAL ADVERT

CORPORATE SERVICES - HR INTERN XI

BASIC SALARY: R 4000.00 Monthly

DURATION: (1) YEAR

QUALIFICATIONS AND REQUIREMENTS:

A Recognized Three-year Bachelor's Degree in Human Resource Management / Diploma or Industrial Psychology. Applicants must possess good communication skills and able to perform individually under pressure. Applicants must be energetic and hard working.

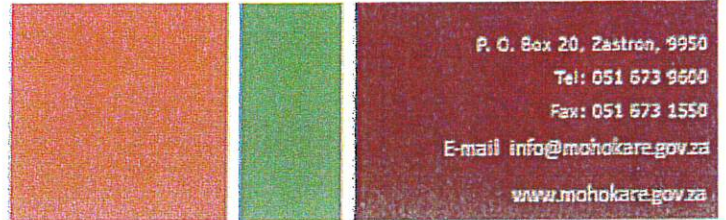
ROLES AND RESPONSIBILITIES:

The candidate will report directly to the HR Manager and HR Officer within the respective unit. The incumbent responsibilities will entail amongst others.

- Assist with the personnel administration procedures to ensure an effective HR administration.
- Assist with the handling of all personnel enquiries, by answering enquiries regarding leave credits and general personnel administrative matters.
- Monitoring clock system, attendance registers, overtime registers by using a computer.
- Perform any other related duties as instructed by Supervisor.



MOHOKARE
LOCAL MUNICIPALITY



CLOSING DATE: 27th January 2023 @ 16H30

For enquiries contact the Human Resources division on 051- 6739600. ONLY MUNICIPAL APPLICATION FORMS (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 3 months) of qualifications and identity document must be submitted for the attention of:

Human Resource Manager

DC Matsoso

Mohokare Local Municipality

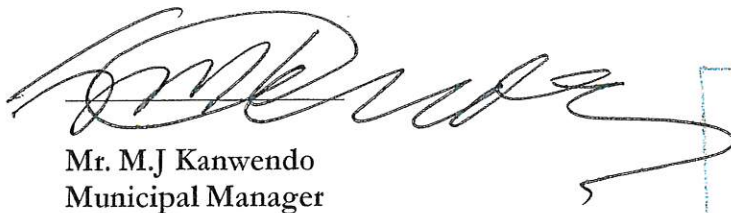
P.O. Box 20

Zastron

9950

Or Hand deliver application in the nearest Mohokare Municipal Offices. Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.



Mr. M.J Kanwendo
Municipal Manager

