

JOB DESCRIPTION FORM (Approved by JEWG on 9 December 2002)

SECTION A : JOB TITLE AND INFORMATION SECTION	
A.1 POST IDENTIFICATION	
Municipality	West Coast District Municipality
Post Title	CS3 Chief Human Resources
No of Posts	1
Job Grade	
Date Grade Authorised	
Post Identification No's	(As per attached list)
Incumbent(s) and Service No's	Brand, Hugo 29
Vacancies	0
A.2 LOCATION OF POST	
Departement	Corporate Services
Afdeling	Human Resources Management
Seksie	
A.3 SURROUNDING POSTS	
Immediate Superior	
Job Title	Post Identification No.
Director Corporate Services	
Immediate Subordinates	
Job Title	Post Identification No'(s)
CS6 Clerk Human Resource Management	
CS5 Clerk Human Resource Management	
CS4 Personnel/Training Officer	
SECTION B : JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POST	
B.1 JOB PURPOSE	
Performs activities / tasks to plan, lead and direct the Human Resources function at the West Coast District Municipality through the design, development and alignment of policies, procedures, systems and controls guiding human resource interventions, applications and outcomes and, providing strategic advice on the mission initiatives with respect to human resources development aimed at supporting the accomplishment of the Municipality's key performance areas and service delivery objectives.	
B.2 DUTIES OF THE POST	
NO. DUTIES/TASKS (what, how and why)	
1. Management & Planning: performing the listed activities.	
What?	
Develop and investigating short term plans for the Human Resources functionality, by	
How?	
<ul style="list-style-type: none"> a) Planning the HR division's activities on a day to day basis; b) Supervising subordinates, leading and guiding staff; c) Supplying direction and advice to human resources personnel and give training where necessary; d) Approving the leave of HR staff and the monitoring thereof; e) Delegating tasks, controlling, co-ordinating and managing outputs; f) Managing the HR section's budget; g) Evaluating and submitting HR related reports and make recommendations where applicable; h) Giving guidance regarding the implementation of Council's HR related resolutions through ongoing communication; i) Preparing documentation for political portfolio structures and decision making and determine HR policy for Council approval; 	<p>Frequency</p> <ul style="list-style-type: none"> <i>Ongoing</i> <i>Ongoing</i> <i>Ongoing</i> <i>Ongoing</i> <i>Ongoing</i> <i>Ongoing</i> <i>Ongoing</i> <i>Ongoing</i> <i>As needed</i>

j)	Ensuring that the HR division functions effectively;	<i>As needed</i>																						
k)	Monitoring existing systems and procedures in the office and implement improved changes and adjustments;	<i>As needed</i>																						
l)	Leading, guiding, instructing, delegating work and motivating subordinates by means of regular staff meetings and daily interaction with subordinates;	<i>As needed</i>																						
m)	Advice and attending to grievances and recommend appropriate disciplinary action;	<i>As needed</i>																						
n)	Providing input regarding compilation of section's budget and making recommendations in respect of budget control;	<i>As needed</i>																						
o)	Attending to correspondence and complex enquiries that cannot be disposed by subordinates;	<i>As needed</i>																						
p)	Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements;	<i>As needed</i>																						
q)	Participating in the recruitment and selection process, approving minimum design and specifications for inclusion into job advertisements and evaluating applicant's suitability through analysis of selected short-term curriculum vitas and interviews;	<i>As needed</i>																						
r)	Conducting appraisals to measure performance against agreed objectives, counselling and consulting with personnel on developmental goals, career paths and, short term targets and standards;	<i>As needed</i>																						
s)	Analyzing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and / or workplace conflict through the implementation of corrective measures in accordance with the Human Resources Polici	<i>As needed</i>																						
<p>Why? in order to ensure an effective Human Resource Management service to meet the Municipality's HR objectives.</p>																								
<p>2. Human Resource Administration: performing the listed activities.</p> <p>What? Manages the procedural administrative requirements and reporting deadlines associated with the functionality to support main job functions in the Department Corporate Services and to ensure a quality human resource administration service delivery, by</p> <p>How?</p> <table border="0"> <thead> <tr> <th></th> <th style="text-align: right;">Frequency</th> </tr> </thead> <tbody> <tr> <td>a) Establishing priorities and approving administrative changes to be effective with respect to the status of specific employees in relation to salary adjustments, promotion, termination, leave etc.;</td> <td style="text-align: right;"><i>Ongoing</i></td> </tr> <tr> <td>b) Ensuring an updated HR record keeping system and informed personnel on a continuous basis;</td> <td style="text-align: right;"><i>Ongoing</i></td> </tr> <tr> <td>c) Approving the circulation of staff circulars detailing changes to terms and conditions of specific benefits, conditions of service and other related organisational issues impacting employment;</td> <td style="text-align: right;"><i>As Needed</i></td> </tr> <tr> <td>d) Coordinating, evaluating and monitoring the correct filing of HR information;</td> <td style="text-align: right;"><i>Ongoing</i></td> </tr> <tr> <td>e) Monitoring and controlling information to be send to the Department Financial Services for implementation;</td> <td style="text-align: right;"><i>Ongoing</i></td> </tr> <tr> <td>f) Managing and controlling HR information (memo's, newsletters and files) to be distributed to personnel;</td> <td style="text-align: right;"><i>Ongoing</i></td> </tr> <tr> <td>g) Developing HR Policy and implement due to inputs of Council;</td> <td style="text-align: right;"><i>As needed</i></td> </tr> <tr> <td>h) Managing fringe benefits administration and appointment administration;</td> <td style="text-align: right;"><i>As needed</i></td> </tr> <tr> <td>i) Implementing human resource communication strategies aimed at creating awareness and / or seeking acknowledgement by disseminating information through publications and presentations outlining interventions, scope and benefits;</td> <td style="text-align: right;"><i>As needed</i></td> </tr> <tr> <td>j) Monitoring and reporting on the application of laid down procedure with respect to directing remuneration and benefit administration on the payroll system;</td> <td style="text-align: right;"><i>As needed</i></td> </tr> </tbody> </table> <p>Why? in order to ensure that the section, in executing its activities, complies with laid down administrative procedures and guidelines to ensure an effective Human Resource Administration service to meet the Municipality's HR objectives.</p>				Frequency	a) Establishing priorities and approving administrative changes to be effective with respect to the status of specific employees in relation to salary adjustments, promotion, termination, leave etc.;	<i>Ongoing</i>	b) Ensuring an updated HR record keeping system and informed personnel on a continuous basis;	<i>Ongoing</i>	c) Approving the circulation of staff circulars detailing changes to terms and conditions of specific benefits, conditions of service and other related organisational issues impacting employment;	<i>As Needed</i>	d) Coordinating, evaluating and monitoring the correct filing of HR information;	<i>Ongoing</i>	e) Monitoring and controlling information to be send to the Department Financial Services for implementation;	<i>Ongoing</i>	f) Managing and controlling HR information (memo's, newsletters and files) to be distributed to personnel;	<i>Ongoing</i>	g) Developing HR Policy and implement due to inputs of Council;	<i>As needed</i>	h) Managing fringe benefits administration and appointment administration;	<i>As needed</i>	i) Implementing human resource communication strategies aimed at creating awareness and / or seeking acknowledgement by disseminating information through publications and presentations outlining interventions, scope and benefits;	<i>As needed</i>	j) Monitoring and reporting on the application of laid down procedure with respect to directing remuneration and benefit administration on the payroll system;	<i>As needed</i>
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3. Recruitment and Selection: performing the listed activities.

What?

To support main job functions in the Department Corporate Services and to ensure a quality recruitment and selection service delivery, by

How?

- | | Frequency |
|---|------------------|
| a) Ensuring the management of a productive workforce to have the optimum fit between jobs and personnel; | <i>Ongoing</i> |
| b) Developing and managing policy regarding the recruitment and selection of new personnel; | <i>Monthly</i> |
| c) Guiding and managing the recruitment process (compile application summaries, draw up shortlists and assist to determine the selection criteria and the follow up on references); | <i>Monthly</i> |
| d) Assisting management to manage the appointment procedure regarding the service contract, probation period and the induction course of newly appointed candidates; | <i>Monthly</i> |

Why?

in order to ensure an effective Human Resource Recruitment and Selection service to meet the Municipality's HR objectives.

4. Training and Development: performing the listed activities.

What?

To support main job functions in the Department Corporate Services and to ensure a quality training and development service delivery, by

How?

- | | Frequency |
|---|------------------|
| a) Monitoring the adequacy of current training interventions through the evaluation of competency demonstrated in the workplace applications and preparing progress and assessment reports for inclusion into the Skills Development Plan of the Council; | <i>Ongoing</i> |
| b) Developing, implementing and monitoring the training policy and procedures to equip personnel with job related skills; | <i>Monthly</i> |
| c) Managing and coordinating the Skills Development Plan and training budget; | <i>Ongoing</i> |
| d) Analysing skills audit findings and developing a framework for planned interventions to address specific skill gaps; | <i>Ongoing</i> |
| e) Directing the procedural and operational dimensions of selecting, co-ordinating and providing training to employees and monitors the impact on organisational efficiency and, progress towards self development and growth within the organisation; | <i>Ongoing</i> |
| f) Ensuring quality on the job related training to employees to equip them with basic skills to fulfil their job content; | <i>As needed</i> |

Why?

in order to ensure an effective Human Resource Training and Development service to ensure return on capital investment and that value is added to improve the overall performance of the organisation to meet the Municipality's HR objectives.

5. Labour Relations: performing the listed activities.

What?

To support main job functions in the Department Corporate Services and to ensure a quality labour relations service delivery, by

How?

- | | Frequency |
|--|------------------|
| a) Implementing human resource communication strategies aimed at creating awareness and / or seeking acknowledgement by participating in trade union and regional Human Resources Forums, committees etc. with a view to interacting and leading discussions on th | <i>Ongoing</i> |
| b) Ensuring a reasonable, fair and order treatment in the workplace to comply with labour legislation and according to basic conditions of service; | <i>Ongoing</i> |
| c) Advice and assisting management and personnel regarding labour relations and labour law and related policy in the workplace; | <i>Weekly</i> |
| d) Facilitating negotiations forums in the workplace and mediate where possible; | <i>Ongoing</i> |
| e) Managing and coordinating the grievances and disciplinary process in order to comply with collective agreements; | <i>Ongoing</i> |

<ul style="list-style-type: none"> f) Managing the Organizational Rights Agreement in the workplace to ensure that the trade unions and employer comply within their area of functioning; g) Attending to and participating in complex conciliation and arbitration proceedings and implementing actions on awards accordingly; h) Initiating discussions with worker representatives on issues impacting employment relations in the workplace; i) Commenting and reporting on the status of employment relations, applications of collective agreements and codes of conduct against organisational productivity statistics and establish remedial measures / corrective for implementation in consultation with <p>Why? in order to ensure an effective Human Resource Labour Relations service to meet the Municipality's HR objectives.</p>	<p style="text-align: right;"><i>Ongoing</i></p> <p style="text-align: right;"><i>Ongoing</i></p> <p style="text-align: right;"><i>Ongoing</i></p> <p style="text-align: right;"><i>As needed</i></p>														
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<p>7. Occupational Health and Safety: performing the listed activities.</p> <p>What? To support main job functions in the Department Corporate Services and to ensure a quality occupational health and safety service delivery, by</p> <p>How?</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right;">Frequency</th> </tr> </thead> <tbody> <tr> <td>a) Ensuring a safe and healthy working environment for personnel to complete their daily duties;</td> <td style="text-align: right;"><i>Ongoing</i></td> </tr> <tr> <td>b) Monitoring health and safety activities of various department's activities regarding Occupational Health and Safety;</td> <td style="text-align: right;"><i>Daily</i></td> </tr> <tr> <td>c) Developing and implementing assistance programmes to address negative aspects on the work outputs;</td> <td style="text-align: right;"><i>Weekly</i></td> </tr> <tr> <td>d) Monitoring the functioning and progress of the occupational health and safety committee;</td> <td style="text-align: right;"><i>As Needed</i></td> </tr> <tr> <td>e) Monitoring WCA claims and the outcomes thereof;</td> <td style="text-align: right;"><i>Ongoing</i></td> </tr> <tr> <td>f) Formulating work procedures to limit / restrict working injuries and to address the prevention thereof;</td> <td style="text-align: right;"><i>As Needed</i></td> </tr> </tbody> </table> <p>Why? in order to ensure an effective Human Resource Occupational Health and Safety service to meet the Municipality's HR objectives.</p>			Frequency	a) Ensuring a safe and healthy working environment for personnel to complete their daily duties;	<i>Ongoing</i>	b) Monitoring health and safety activities of various department's activities regarding Occupational Health and Safety;	<i>Daily</i>	c) Developing and implementing assistance programmes to address negative aspects on the work outputs;	<i>Weekly</i>	d) Monitoring the functioning and progress of the occupational health and safety committee;	<i>As Needed</i>	e) Monitoring WCA claims and the outcomes thereof;	<i>Ongoing</i>	f) Formulating work procedures to limit / restrict working injuries and to address the prevention thereof;	<i>As Needed</i>
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B.3 AUTHORITY OF THE POST

This outlines the authority the job holder has to make decisions or to take independent action without reference to a superior. Limits to authority may also be included (e.g. not permitted to ...)

1. Managing and discipline sub-ordinates and decide on their leave arrangements.
2. Must apply own discretion during decision making regarding prioritized target outputs.
3. Legislative / Statutory Powers e.g. BCEA / LRA / OSH Act / Skills Act / EE Act / HR Policies.
4. Delegated Powers e.g. Approval of subordinates leave.
5. Council Policy e.g. Conditions of Employment.
6. Procedural Manuals e.g. Grievance and Disciplinary Procedures.
7. System Manuals e.g. HR Procedures and Protocol.

SECTION C : JOB SPECIFICATION**C.1 ESSENTIAL REQUIREMENTS OF THE POST**

The minimum educational qualifications and experience that are required to perform the job competently.

Qualification	B. Degree in HR Management or Equivalent.
Reason for essential qualification	Knowledge required in order to perform the job functions.
Essential Skills	<ul style="list-style-type: none"> • Code EB Drivers license • Supervisory skills • Strategic and discretionary skills • Managerial and negotiating skills • Planning and organising skills • Attention to detail • Good interpersonal and communication skills • Be able to work independently • Computer literate (MS Word / Excel / Capman) • Fluent Afrikaans / English speaking • Good HR related legislative interpreting skills
Experience	3 Years relevant experience in a supervisory capacity within a labour intensive environment.

C.2 PREFERRED REQUIREMENTS OF THE POST

Qualification	(None)
Reason for preferred qualification	(N/A)
Preferred Skills	(None)
Experience	None

C.3 PHYSICAL REQUIREMENTS OF THE JOB

(Only where directly relevant to the performance of the job)

1. Good sight, hearing and speech ability.
2. Must be mentally and healthy fit to perform the job functions.
3. Must be able to function effectively in difficult working conditions / circumstances / environment.

C.4 SPECIAL CONDITIONS ATTACHED TO THE POST

1. Must attend monthly meetings after hours.
2. Must work overtime during peak hours and when required.
3. Adhere to deadlines on a regular basis.

SECTION D : APPROVAL OF JOB DESCRIPTION**D.1 CERTIFIED CORRECT**

We, the undersigned, confirm that we have consulted on the content contained in the Job Description and hereby confirm that we consider that the information contained is a correct reflection of the context of the post and its content.

TITLE	NAME	SERVICE NO	SIGNATURE	DATE
Head of Department				
Immediate Superior	Markus, Wilhelm	482		
IMATU Representative				
SAMWU Representative				
Incumbent	Brand, Hugo	29		