



# Department Of Corporate Services

Private Bag X5066  
Thohoyandou  
0950  
Limpopo Province  
Tel: 015 962 7500  
Fax: 015 962 4020

## EXTERNAL ADVERTISEMENT

THULAMELA MUNICIPALITY HEAD OFFICE: THE ECONOMIC HUB OF VHEMBE REGION AND EQUAL OPPORTUNITY EMPLOYER INVITE APPLICATIONS FROM SUITABLE CANDIDATES FOR APPOINTMENT ON THE FOLLOWING VACANT POSTS.

1. DEPARTMENT : CORPORATE SERVICES  
POSITION : DEPUTY MANAGER RECRUITMENT  
DIVISION : PERSONNEL ADMINISTRATION AND ORGANISATIONAL DEVELOPMENT  
POST LEVEL : 04  
NUMBER OF POST : 01  
ANNUAL SALARY : R613 561.56

### REQUIREMENTS

- Grade 12 certificate.
- Degree/ Diploma in Human Resources Management/ Public Management.
- 2-3 years relevant experience.
- Computer skills (MS Word, Excel, PowerPoint).
- Valid Drivers License.
- Sound Knowledge of Departmental Policies, Procedures and Legislations.

### RESPONSIBILITIES

- Monitor provision of employee benefits services.
- Monitor the provision of Leave Administration services.
- Monitor Personnel Module through Payday System.
- Monitor the provision of Employment Equity Plan.
- Provide Administrative tasks associated with Recruitment & Selection.

2. DEPARTMENT : CORPORATE SERVICES  
POSITION : DEPUTY MANAGER EMPLOYEE WELLNESS PROGRAMME  
DIVISION : EMPLOYEE WELLNESS PROGRAMME  
POST LEVEL : 04  
NUMBER OF POST : 01  
ANNUAL SALARY : R613 561.56

THULAMELA  
MUNICIPALITY





## REQUIREMENTS

- Grade 12 Certificate.
- Honours Degree in Social Science (Social Worker, Psychology-Industrial or Counselling).
- Registered with South African Council for Social Service Profession/ Health Professional Council of South Africa and or Relevant professional body.
- Registered with Employee Assistance Programme Association of South Africa.
- Minimum of three to five years relevant experience working in a Municipal environment.
- A valid drivers license.
- Knowledge of comprehensive employee wellness, occupational health and safety matters.
- Problem solving and communication skills.
- Stakeholder management skills.
- Report writing skills.
- Training, facilitation and presentation skills.
- Ability to keep confidential information.

## RESPONSIBILITIES

- Manage and administer comprehensive employee **wellness** programme.
- Implement the Employee assistance Program and Occupational Health and Safety.
- Implement comprehensive occupational health and wellness proactive programs including wellness days, medical screening, health risk assessment, trainings and workshops.
- Design, develop and monitor the implementation of policies and guidelines of the occupational health and wellness programs.
- Provide clinical services and counselling for employee and their immediate families.
- Monitor the implementation of occupational health and safety services.
- Identify and manage risks and provide expertise and advice to enable organizational wellness.
- Render all administrative tasks.
- Monitor and evaluate the Employee Wellness Programme, internal and external stakeholder management and networking.
- Advise management on employee health and wellness matters.

3. DEPARTMENT : COMMUNITY SERVICES  
POSITION : GENERAL ASSISTANT  
DIVISION : PARKS & CEMETERIES



POST LEVEL : 15  
NUMBER OF POSTS : 02  
ANNUAL SALARY : R175 250.76

#### REQUIREMENTS

- Grade 12 certificate.
- Minimum of 01 year experience in gardening as well as knowledge in maintenance of sports field and establishment of new lawns around amenities.
- Be able to work under pressure.
- Any other duties which may be assigned.

#### RESPONSIBILITIES

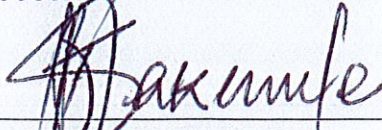
- Maintenance of lawns at sport ground, parks and Municipal facilities.
- Marking and mowing the pitch for games.
- Operation and maintaining hand and power tools strong work ethic and willingness.
- To learn new skills and take on new responsibilities.

**NB.** Application must be submitted on the signed Thulamela Municipality application form obtained on the Website: [www.thulamela.gov.za](http://www.thulamela.gov.za) accompanied by comprehensive C.V and certified copies of certificates to be forwarded to: **THE MUNICIPAL MANAGER, THULAMELA MUNICIPALITY, P/BAG X5066, THOHOYANDOU, 0950** or may be handed in at **Registry Office no: SS40** during working hours at Thulamela Municipality Head Office. For Administration enquires contact recruitment offices in Human Resources: **015 962 7775/ 015 962 7699/ 015 962 7697**

**Closing date: 12 May 2025**

Should you not be contacted within **30 days** after the closing date, accept that your application has been unsuccessful.

Thulamela Local Municipality reserves the right not to fill any of these advertised posts.

  
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MUNICIPAL MANAGER  
MAKUMULE M.T

14.04.2025  
DATE