



# PRINCE ALBERT MUNICIPALITY

33 Church Street / Private BAG X53

PRINCE ALBERT, 6930

## NOTICE 129/2025 – EXTERNAL VACANCY

The **PRINCE ALBERT MUNICIPALITY** has the following **EXTERNAL** vacancy available in the Directorate: Corporate Services, to be filled as soon as possible:

### **HR OFFICER: OCCUPATIONAL HEALTH AND SAFETY**

**Division: Corporate Services**

**Section: Human Resources Management**

**Post identification no.: WC052-1.3.1.1.9.2**

#### **MINIMUM REQUIREMENTS**

- A relevant 3-year tertiary qualification in Human Resource Management or Occupational Health and Safety
- 2 – 5 years' Occupational Health & Safety experience
- Has detailed knowledge of statutory processes related to Occupational Health and Safety
- Knowledge of Compensation for Occupational Injuries and Diseases Act
- Knowledge of the municipality's functional directorates and understanding of integration across these directorates
- In-depth knowledge of municipal legislation, policy, practice, and code of conduct
- Valid Code B driver's license
- Computer literacy essential (MS Word, MS Excel, MS PowerPoint)
- Proficiency in at least two (2) of the three (3) official languages of the Western Cape.

#### **RECOMMENDATION:**

- Registration at SAIOSH (South African Institute for Occupational Safety and Health) will be an added advantage.

#### **KEY PERFORMANCE AREAS**

- Develop, implement, and maintain OHS policies, procedures, and programs
- Conduct risk assessments and hazard identification to identify potential OHS risks
- Develop and implement OHS training programs for employees
- Investigate incidents and near-misses to identify root causes and implement corrective actions
- Complete accident investigation reports
- Keep a record of all injuries and diseases
- Monitor and report on OHS performance metrics
- Collaborate with management and employees to promote a culture of OHS excellence
- Ensure compliance with relevant OHS legislation and regulations
- Performs the full range of Human Resources activities within a functional area or more generally within the Human Resources discipline
- Report all Section 24 incidents to the Department of Employment and Labour
- Accompany Inspectors from the Department of Employment and Labour on workplace inspections
- Report all COIDA claims to the Compensation Commissioner in a prescribed manner
- Liaise with doctors, and hospitals to get medical reports and make follow-up appointments
- Mentor other Human Resource Professionals

- Often involved in and could lead projects and provide advice or information of a specialist nature
- Contributes HR-related information toward addressing the municipality's service delivery challenges
- Communicates controversial, sensitive messages to stakeholders tactfully
- Understand interest, and positions are taken and respond appropriately
- Confidently engages and advises line management on ill health and medical and incapacity cases
- Assesses the health risk per job category

## **REMUNERATION**

Post Level: **T12 of a Category 1 municipality – R391 643,04 – R508 373,52 per annum  
(R 32 636,92 – R 42 364,46 per month)**

Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements) and 13th Cheque

## **STATUS OF POSITION**

Permanent Position

## **COMPETENCY LEVELS**

The competency level for this position is a level 2 of the Human Resources Management Framework 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:

<b>Core Professional Competencies</b>	<b>Functional Competencies</b>	<b>Public Service Orientation Competencies</b>	<b>Personal Competencies</b>	<b>Management / Leadership Competencies</b>
<ul style="list-style-type: none"> <li>- Organizational Awareness</li> <li>- Consulting</li> <li>- Planning and Organizing</li> <li>- Monitoring and Control</li> <li>- Negotiation</li> <li>- Oral Communication</li> <li>- Written Communication</li> </ul>	<ul style="list-style-type: none"> <li>- Change Management</li> <li>- HR Technology/ Information Management</li> <li>- HR Service Delivery</li> <li>- Strategic HR Management</li> <li>- Talent Management</li> <li>- Workforce Planning</li> <li>- Learning and Development</li> <li>- Occupational Health and Safety</li> <li>- Compensation and Benefits Management</li> <li>- Performance Management</li> <li>- Employee Wellness</li> </ul>	<ul style="list-style-type: none"> <li>- Interpersonal Relationships</li> <li>- Communication</li> <li>- Service Delivery Orientation</li> </ul>	<ul style="list-style-type: none"> <li>- Action and Outcome Orientation</li> <li>- Conflict Management</li> <li>- Resilience</li> <li>- Learning Orientation</li> <li>- Accountability and Ethical Conduct</li> <li>- Problem Solving and Analysis</li> </ul>	<ul style="list-style-type: none"> <li>- Direction Setting</li> <li>- Impact and Influence</li> <li>- Coaching and Mentoring</li> <li>- Team Orientation</li> </ul>

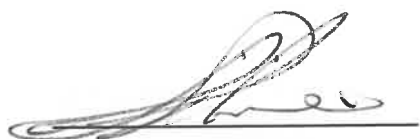
	- Industrial and Labour Relations			
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#### **CLOSING DATE**

**Friday 05 September 2025 at 15h00.**

#### **GENERAL**

1. Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted to: **Mr Abridon Sass – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **FRIDAY 05 SEPTEMBER 2025 at 15h00.**
2. Applicants are encouraged to submit applications to [jobapplications@pamun.gov.za](mailto:jobapplications@pamun.gov.za).
3. Candidates must be willing to be subjected to a practical test and interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.
4. Queries can be directed as follow:  
**HR / Job-related enquiries:** Mr. Abridon Sass (Email: [abridon@pamun.gov.za](mailto:abridon@pamun.gov.za) / Tel: 023 541 1036)
5. The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.



**ADV. THYS GILIOME  
MUNICIPAL MANAGER**

**07 AUGUST 2025**