Overstrand Municipality, an equal opportunity employer, strives to render a dynamic and effective service to the community. Competent and self-motivated candidates and candidates from designated groups who enjoy challenges are invited to join our leading team by applying for the following post:

Munisipaliteit • U-Masipala • Municipality
OVERSTRAND

HR Officer (SDF)

DIRECTORATE
Corporate Services

DEPARTMENT
Human Resources Management – Training & Development

REFERENCE NUMBER
WC0324692

SALARY
Basic: R440 676

CLOSING DATE
2 December 2026

EMPLOYMENT TYPE
Permanent

PLACE OF WORK
Hermanus

Requirements:

- A relevant 3-year tertiary qualification in Human Resources Management or related field.
- Computer Literate.
- Valid Code B/EB Driver's License.
- 2-5 years' relevant experience in a Human Resource Environment.
- Communication skills in at least two of the three official languages of the Western Cape.

Key Performance Areas:

- Skills Development Plan.
- Assist Senior Management with the Organizational Design based on IDP strategic priorities.
- Co-ordinate and conduct Training courses based on relevant topics and functionality.
- Skills Analysis and Profiling.
- Communication and continuous improvement strategies
- Administration functions and contract management (Correspondence / Reports/ Recordkeeping).
- Payday Human Resource Electorate system.
- Career Pathing
- Talent Management and Succession Planning.
- Policies and Procedure.
- External Bursaries.
- Financial Control and Management / Deviation processes.
- Supervision control and performance of sub-ordinates

Minimum competency framework:

As are provided for in the Local Government: Municipal Staff Regulations

Core Professional Competencies:	**Functional Competencies:**
- Consulting - Planning and Organising - Monitoring and Control - Oral Communication - Written Communication - Organizational	- Change Management - HR Technology/Information Management - Talent Management - HR Service Delivery - Workforce Planning - Learning and Development - Occupational Health and Safety

Awareness - Negotiating	- Compensation and Benefits Management - Performance Management - Employee Wellness - Industrial and Labour Relations
Personal Competencies: - Action and Outcome Orientation - Conflict Management - Resilience - Learning Orientation - Problem Solving and Analysis	**Management/Leadership Comptencies:** - Direction Setting - Impact and Influence - Team Orientation - Coaching and Mentoring
Public Services Orientation Competencies: - Interpersonal Relationship - Communication - Service Delivery Orientation	

How to Apply:

Apply online:

External candidates: ***www.overstrand.gov.za***

Internal staff: ***Overstrand Municipality Intranet***

- Original qualifications must be available on request.
- All completed application forms must be accompanied by a comprehensive CV, copy of ID, valid driver's license (if required) and academic qualifications.
- Applications not made on a prescribed application form (available via the online link) will not be accepted.
- Shortlisted candidates will be subjected to a qualification verification, a reference check and where necessary, undergo screening and vetting.
- Successful candidates will be required to sign an employment contract, where applicable, a performance agreement and disclosure of benefits and interest
- Applications/ supporting documents larger than 25MB will not be accepted

Please Note: Further communication will be limited to shortlisted candidates. If you do not receive feedback within six weeks of the closing date, please consider your application unsuccessful. For further information, please contact **Ms L Bucchianeri** (028) 313 8120. **The Council reserves the right not to make an appointment**.

In addition to the above-mentioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy/allowance and relocation costs under certain conditions.