



Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development for the Region Enterprise iLembe accordingly invites suitably qualified and experienced applications for the following position:

ENTERPRISE ILEMBE ECONOMIC DEVELOPMENT AGENCY

HUMAN RESOURCE OFFICER (PERMANENT VACANCY)

SALARY PACKAGE: R484 545,00 Per annum

Enterprise iLembe Economic Development Agency invites applications from suitably qualified and experienced candidates for the position of **Human Resources Officer**.

Key Performance Areas

- Coordinate recruitment, selection, onboarding and exit processes.
- Administer employee records, leave, HRIS/ESS and personnel files.
- Coordinate performance management, training and employee development initiatives.
- Provide support on employee relations, disciplinary and grievance processes.
- Ensure compliance with labour legislation, HR policies and governance requirements.
- Prepare HR reports and provide administrative support to the Corporate Services Unit.

Minimum Requirements:

- Bachelor's Degree in Human Resource Management, Public Administration or equivalent qualification.
- Minimum of 3 years' relevant HR experience.
- Sound knowledge of South African labour legislation and HR best practices.
- Experience using HR Information Systems (HRIS)/Employee Self-Service (ESS).
- Proficiency in Microsoft Office Suite.
- Valid driver's license

Competencies:

- Excellent organisational and administrative skills.
- Strong interpersonal and communication abilities.
- High level of integrity, confidentiality and professionalism.
- Good report writing and analytical skills.
- Ability to work independently and under pressure.
- Strong planning, problem-solving and attention to detail.

Applications:

Applicants must submit a detailed CV, certified copies of qualifications, South African ID and driver's license (where applicable). for the attention of HR; email recruitment@enterpriseilembe.co.za Please use **HRO-your name** as the subject line.

Closing Date: Thursday 17 September 2026 at 16:00pm

Enterprise iLembe is an equal opportunity employer committed to Employment Equity. Preference will be given to suitably qualified candidates in accordance with the Agency's Employment Equity Plan. If you have not been contacted within three (3) months of the closing date, please consider your application unsuccessful. Enterprise iLembe reserves the right not to make an appointment.

Chief Executive Officer
Mr. A S Mazibuko