



Office of the Municipal Manager

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[www.mandeni.gov.za](http://www.mandeni.gov.za)

**MANDENI LOCAL MUNICIPALITY**  
**CAREER OPPORTUNITY RE-ADVERTISEMENT**  
**DIRECTOR: CORPORATE SERVICES**  
**4 year fixed-term contract**

**REF NO** : PN43/2018  
**SALARY** : As determined by the Government Gazette no 41173 of 10 October 2017.

**REQUIREMENTS**

- Bachelor's Degree in Public Administration/ Management Sciences/ Law; or equivalent.
- 5 years' experience at Senior Management level, and must have proven successful management experience in Administration.
- Compliance with the MFMA: Minimum Competency Levels in unit standards as per Government Notice No. R493 of Gazette No. 29967 of 15 June 2007.
- A person who does not meet minimum competency levels in unit standards will be given an opportunity to attain the minimum competency levels within 18 months from the date of appointment.

**COMPETENCIES**

The successful candidate must have the following:

- Good knowledge and understanding of relevant policy and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Good knowledge of corporate support services, including: Human capital management; Legal services; Facilities management; Information communication technology and Council support;
- Good knowledge of supply chain management regulations and Preferential Procurement Policy;
- Good governance; Labour Relations Act and other related prescripts. Computer literacy.
- A valid driver's licence.

Executive Committee

Cllr. SB Zulu (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. MPP Zungu (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)  
Cllr. NF Ntuli | Cllr. LR Mdletshe | Cllr. X Mdletshe | Cllr. MS Mdunge | Cllr. M Shelembe



## RESPONSIBILITIES

:Overall management of the Corporate Services Department

- Implement the Integrated Development Plan of the Corporate Services Department.
- Manage Departmental budget, human resources and other resources in accordance with local government legislation and treasury regulations.
- Manage efficient provision of municipal services Establish, operate and maintain support structures, processes and systems.
- Direct and control key deliverables and outcomes for the department.
- Liaise with internal and external stakeholders.
- Facilitate stakeholder participation and involvement.
- Developing and monitoring the implementation of the departmental policies and By-Laws.
- Overall responsibility of implementing PMS within the Department and cascading of PMS to lower levels than Senior Managers.
- Exercising any other functions allocated by the Municipal Council or Municipal Manager and develops and monitors systems, policies and processes to ensure correct working operations and practices.
- Direct the development of human resource strategy in order to meet the vision and strategic objectives of the municipality.
- Implement the strategic plan of the municipality through the effective development and monitoring of SDBIP.
- Develop and monitor the implementation of policies.
- Monitor the implementation of WSP, HR and EE Plan.
- Ensure compliance with relevant labour legislation and SALGBC Agreements
- Ensure efficient records management in terms of National Archives and Records.
- Manage Council Committees and sub-committees.
- Manage Municipal ICT.

## NOTE

Qualification and SA citizenship checks will be conducted on all short-listed candidates. Security vetting will be done. Successful candidates will be subjected to additional checks including competency assessment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement and disclosure of financial interest

## APPLICATIONS

: Applications should be made on the Application Form for Employment which can be obtained from the Municipal website [www.mandeni.gov.za](http://www.mandeni.gov.za) . Quoting the relevant reference number, direct your application to:



The Municipal Manager, Mandeni Local Municipality,  
P.O Box 144, Mandeni, 4490 or hand-deliver to Mandeni  
Local Municipality, 2 Kingfisher Road; Mandeni.

**NB: Faxed and e-mailed applications will not be considered.**

**CLOSING DATE** : **Tuesday, 22 May 2018 @ 12:00 pm**

**ENQUIRIES** : **Enquiries must be directed to: the Municipal Manager**

tel: (032) 456 8200

No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate.

If you have not heard from the Municipality 60 days after the closing date, please consider your application as unsuccessful.



**SG KHUZWAYO**  
**MUNICIPAL MANAGER**