

CAREER OPPORTUNITY

DIRECTOR: CORPORATE SERVICES

(This is a fixed-term employment contract not longer than 12 months after the start of the new Term of Office of Council and it is linked to Performance Management Contract)

REF NO :PN 31/2018

SALARY :Total remuneration package will be in terms of Government Gazette, Notice No 41173 of 2017 issued on 10th of October 2017 which stipulates remuneration packages for Category 2 Municipalities:

Minimum package: R769 844.00, Midpoint package: R864 994.00 and Maximum package: R960 143.00: The pay scale will be determined as per competence outcome.

CENTRE :Mandeni

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.

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. Quoting the relevant reference number, direct your application to: **The Municipal Manager, Mandeni Local Municipality, P.O Box 144, Mandeni, 4490.**


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

CLOSING DATE

:**Thursday 29 March 2018**

ENQUIRIES

: **Enquiries may be directed to:** the Municipal Manager on (032) 456 8200


SG KHUZWAYO
MUNICIPAL MANAGER