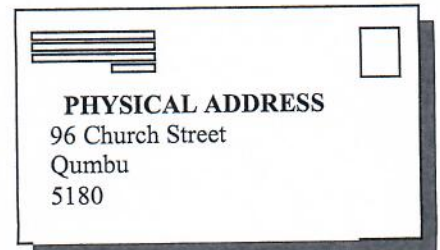


POSTAL ADDRESS

P.O. Box 31
Qumbu
5180



PHYSICAL ADDRESS

96 Church Street
Qumbu
5180

Ifoni/Tel: 047-5537000

E-mail:

Imibuzo/Enquiries: *Mr J.T. Kwinana*

Ifax/Fax: 047-5530189

Mhlontlo Local Municipality

Mhlontlo Local Municipality invites suitable qualified candidates to apply for the following vacant position

Director: Corporate Services

5-YEAR FIXED-TERM EMPLOYMENT CONTRACT

REMUNERATION: AN ALL INCLUSIVE, ATTRACTIVE AND COMPETITIVE REMUNERATION PACKAGE WILL BE PAID IN ACCORDANCE WITH GOVERNMENT GAZETTE NO 40117 OF 1 JULY 2016 ON UPPER LIMITS OF TOTAL REMUNERATION PACKAGES PAYABLE TO MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL AMANAGERS:

MIN: R768 305 MIDPOINT: R878 063 MAX: 987 820

Minimum requirements:

- Bachelor Degree in Public Administration/ Management Sciences/Law, or equivalent
- 5 years' experience at middle management level
- Have proven successful management experience in administration
- 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 the preferential Procurement Policy Framework Act,2000 (Act No. 5 of 2000);
- Good governance;
- Labour Relations Act, and other labour-related prescripts

- Legal background and human capital management; and
- Knowledge of coordination and oversight of all specialised support functions.

Note: Candidates who are not in possession of the CPMD/MFMP in line with notice 29967 of 15 June 2007 on Municipal Regulations on Minimum Competency Levels will be given an opportunity to obtain such competency within 18 months if appointed. Please also note that shortlisted candidates will undergo security vetting including, inter alia, competency assessments, the verification of Curricula Vitae, qualifications and criminal records. The successful candidate will be required to sign an employment contract, annual performance agreement as well as to disclose their financial interests.

Roles and responsibilities

- Strategically direct and manage activities related to Human Resources, Council Support, Administration and Information Communication Technology Services
- Direct development of the Human Resource Strategy in order to meet the strategic objectives of the municipality
- Implement the strategic plan of the municipality through effective development and monitoring of the SDBIP
- Develop and manage the budget of the department
- Develop and manage implementation of the policies
- Monitor the implementation of the WSP, HR and EE Plan
- Ensure compliance with relevant labour legislation and SALGBC agreements
- Ensure efficient records management in terms National Archives and Records Management Act No. 43 of 1996 and other relevant legislation
- Provide an advisory service to senior management and council regarding relevant policies and legislation.

Knowledge and Attributes

- Strategic leadership and management
- Strategic financial management
- Good governance ethics and values
- High level of written and verbal communication
- A high level of emotional intelligence
- Proven ability to communicate and negotiate in all spheres and levels of government
- Ability to meet deadlines
- Attention to detail
- Ability to work under pressure

- Proven ability to provide strategic and innovative leadership
- Strategic thinking and analysis

NB: Mhlontlo Local Municipality is an Affirmative Action employer. Should candidates not hear from the municipality after 3 months from the closing date, they may regard themselves as having been unsuccessful. Canvassing of politicians and municipal officials will automatically disqualify the candidate.

Enquiries regarding the above post should be directed to the Human Resources Department at 047 553 7000 during office hours. Contact person: Mr L. Matiwane:
Director: Corporate Services

Closing Date: 18 August 2017
Time : 15H00

Applications forms in terms of the regulations on appointment of senior managers are available from Human Resources department during working hours or can be downloaded from Mhlontlo local Municipality website. Failure to submit application in the required application form as detailed above will result in the non-consideration of the candidate.

Application forms with CVs and Certified copies of certificates must be posted to or hand delivered to:

Municipal Manager
Mhlontlo Municipality 96 LG Mabindla
P.O.Box 31 Qumbu
5180 5180

Phone: 047 553 7000

Faxed, emailed and late applications will not be considered

Yours faithfully


SG Sotshongaye
Municipal Manager