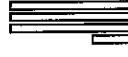

  
**POSTAL ADDRESS**  
 P.O. Box 31  
 Qumbu  
 5180




  
**PHYSICAL ADDRESS**  
 96 L. G. Mabindla Avenue  
 Qumbu  
 5180

Ifoni/Tel: 047-5537000

Ifax /Fax: 047-553018

**EXTERNAL VACANCY**  
**DATE 18 August 2023 – 08 September 2023**

The Mhlontlo Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

Suitably qualified persons are hereby invited to apply for the following vacancy which will be filled in terms of the Employment Equity Plan of the municipality. **People with physical disabilities are encouraged to apply.**

<b>CORPORATE SERVICES DEPARTMENT</b>	
<b>POST</b>	<b>SENIOR MANAGER: CORPORATE SERVICES</b> Permanent based on government notice number 47370 of 18 October 2022 and notice number 46470 of 17 August 2022.
<b>ALL INCLUSIVE</b>	<b>MINIMUM R 884 772 MIDPOINT: R 994 126 MAXIMUM R 1 087 610</b> per annum. Remuneration package will be based on regulation on appointment and conditions of Senior Manager, Government Notice no 47538 of 18 November 2020
<b>ADVERTISED</b>	<b>DAILY DISPATCH AND SUNDAY TIMES</b>
<b>MINIMUM REQUIREMENT</b>	Matric/ Grade 12 Certificate and Bachelor Degree in Public Administration/ Management Science/ Law or equivalent. Five 5 years' Municipality experience at middle management level Have proven successful management experience in Municipal administration 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 <b>NB: Candidates who are not in possession of the CPMD/MFMP in line with notice 29967 of 15 June 2007 on Municipal Regulations on Minimum of Competency levels will be given an opportunity to obtain such competency within 18 months appointed. Please also note that shortlisted will undergo security vetting including competency assessment, the verification of</b>

**curriculum 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 interest.

**KEY RESPONSIBILITIES**

Strategically direct and manage activities related to Human Resources, Council support, Administration and Information communication Technology services.  
Direct development of the Human Resources Strategy/ Plan in order to meet strategic objectives of the Municipality.  
Develop and manage the budget of the department.  
Develop and manage implementation of the policies.  
Monitor the implementation of the Work Skill Plan, Human Resources Plan and Employment Equity Plan.  
Ensure compliance with relevant labour legislation  
Ensure efficient records management in terms National Archives and Records Management Act No. 43 of 1996 and other relevant legislation.

**CLOSING DATE : 08 septembre 2023 @ 12H00**

**ENQUIRIES : MUNICIPAL MANAGER: MR. L. NDABENI (047-533 7000) DURING OFFICE HOURS**

**NB: Mhlontlo Local Municipality is an Affirmative Action employer. Should candidates not hear from the municipality after three (3) months from the closing date, they may regard themselves as having been unsuccessful.**

**Please apply by writing the Application letter and also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Driver's Licence (where applicable) to:**

**The Municipal Manager, Mhlontlo Local Municipality, P.O. Box 31, Qumbu, 5180**

**FOR ATTENTION: MUNICIPAL MANAGER, OFFICE OF THE MUNICIPAL MANAGER**

**OR**

**Submit your Application letter, CV and certified copies of your qualifications and ID document and valid driver's licence where applicable by hand to;**

**Municipal Manager, 96 L. G. Mabindla Street , Qumbu,5180**

***Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.***

**CORRESPONDENCE WILL BE LIMITED TO ONLY SHORT- LISTED APPLICANTS.**

**The Municipality reserves the right not to make any appointment to the advertised posts.**

**PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.**

**The appointment is made according to the Council conditions of service.**

**Canvassing for this position will lead to disqualification of applications.**

.....  
**Mr. L. Ndabeni**  
**Municipal Manager**

Date: 18/08/2023.....

**We urge all employees, clients, members of the public and our suppliers to report any kind of fraud or corruption at Mhlontlo Local Municipality's Human Resources-**