



EXTERNAL ADVERT

Applications are invited from suitably qualified and experienced candidates to fill the following vacant position. Women and people with disabilities are also invited to apply. The successful candidate will have to enter into a 5-years fixed performance employment contract and be required to sign an annual performance agreement with the Municipality in accordance with Section 57 of the Local Government Municipal Systems Act 32 of 2000. The position will be based in Mkhambathini Municipality Camperdown offices.

DIRECTORATE : **OFFICE OF THE MUNICIPAL MANAGER**
POST : **DIRECTOR: CORPORATE SERVICES**
TERMS OF APPOINTMENT : **Five (5) year Fixed Term Contract**

ANNUAL TOTAL REMUNERATION PACKAGE

[Minimum R815 063 - Midpoint R 905 626 - Maximum R996 188]

The offer of remuneration will be determined by competencies and current salary earnings read together with guidelines as set out in the Government gazette No: 43122 dated 20 March 2020.

MINIMUM COMPETENCY REQUIREMENTS OF THE POST:

Bachelor's Degree in Public Administration/ Management Sciences/ Law; or equivalent (NQF 7). 5 years' experience at middle 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. The applicant must have a Driver's license.

KEY PERFORMANCE AREAS :

Overall management of the Corporate Services business units, Policy formulation, Corporate Governance promotion, Provide strategic support to the organization in terms of Human Resources and Labour Relations, General administration, Information communication technology, Good knowledge of corporate support services including: Human Capital Management, ICT management, Council Support Services, Facilities Management, Registry Management Services, Fleet management Services, Customer Care Services, Mitigate risks and ensure compliance with OHS Act, Improvement of the employee wellness through implementation of employee assistance programmes, Manage recruitment and retention of the required talent in the municipality

Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) Good Governance, knowledge of co-ordination and oversight of all specialized support functions.

KNOWLEDGE SKILLS AND COMPETENCY:

Knowledge of municipal applicable legislations, Reasonable understanding of link between IDP and Corporate Plan, Budgeting and Annual Performance Plan in Municipal Context, Extensive knowledge of MFMA, applicable Municipal Legislation, strong supervisory skills and interpersonal skills and also the Incumbent must have the following leading and core competencies as per the Government Gazette No.37245 of 17th January 2014.

- Strategic direction and leadership, people management program and project management, financial management change management, government leadership
- Moral competence, planning & organising, analysis and innovation, knowledge & information management, communication and results and quality focus.

SIGNING OF EMPLOYMENT CONTRACT, PERFORMANCE AGREEMENT AND DISCLOSURE OF FINANCIAL INTEREST: The appointed candidate will be expected to sign an Employment contract, Performance Agreement, and a disclosure of financial interests within stipulated periods.

SECURITY VETTING AND COMPETENCY ASSESSMENT: Suitable candidates will be subjected to personnel suitability check (security vetting, criminal record, citizenship qualifications verification and employment verification. Recommended candidates will be subjected to competency assessment.

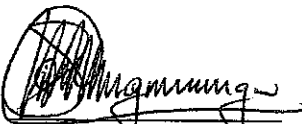
Application form (clearly stating the position you are applying for), together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.**

Closing date: 18 September 2020.

Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to Ms. P.N. Ndlovu. Manager: Human Resources at 0317859345.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist, and based on merit.


MR. S. MNGWENGWE
MUNICIPAL MANAGER