



MKHAMBATHINI MUNICIPALITY

Applications are invited from suitably qualified and experienced candidates to fill the following vacant position. Suitably qualified persons (especially male, females & People living with disabilities are encouraged to apply) are hereby invited to apply for the following vacancy that will be filled in terms of the Local Government Municipal Systems Act, as amended and applicable Regulations on appointment of Senior Managers in Local Government, Employment Equity Plan and Employment Policy of the municipality. The position will be based in Mkhambathini Municipality Camperdown offices.

DIRECTOR CORPORATE SERVICES

REMUNERATION	<i>All-inclusive remuneration package as per Government Gazette No 40118 of 30 May 2024 for Upper Limits of Total Remuneration Packages payable to Municipal Managers and managers directly accountable to Municipal Managers</i> <i>Min: R880 228 Midpoint: R978 031 Max : R1 075 833</i>
CONTRACT	<i>PERMANENT EMPLOYMENT</i>

MINIMUM REQUIREMENTS

- Matric
- Bachelor's degree in public administration/management science/law or equivalent. Postgraduate qualification (NQF Level 8) in a relevant field will be an added advantage.
- Minimum of five (5) years' experience in a middle management level, preferable in local government.
- Compliance with all the requirements as contained in the Municipal Regulation on Minimum Competency Level, Gazette 29967 of 15 June 2007.
- Certificate Program in Municipal Development (CPMD)/Executive Leadership Municipal Development Program (ELMDP) will be an added advantage.
- Sound knowledge and understanding of computer packages (MS Word, MS Excel, MS PowerPoint and MS Outlook).
- A valid Driving License (Code B) and Own appropriate transport.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Sound knowledge and understanding of relevant policies and legislation, institutional governance systems and performance management.
- Good knowledge of corporate services, including Human Resources, Legal Services, Administration, Information Technology and Council Support.

- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act 2000 (Act No 5 of 2000)
- Labour relations Act and other labour related prescripts and Good Governance
- Knowledge of coordination and oversight of all specialised support functions

RESPONSIBILITIES

- Overall management of the Corporate Services departmental functions; Human Resources Management, Legal Services, Information Communication Technology and Administration Services.
- Implementation of the Integrated Development Plan and strategic goals of the Corporate Services
- Manage departmental resources in accordance with applicable legislation and regulations
- Develop short- and long-term strategic plans for the Corporate Services department
- Provision of support in terms of the Archives Act to all departments
- Ensure efficient and effective handling of legal matters with the municipality
- Responsible for ensuring that all Council and committee meet properly convened, recorded as well as to ensure implementation of decisions taken by Council and its committees.
- Direct and Control deliverables and outcomes for the department
- Advise Council and Management on administrative matters
- Establish, operate and maintain structure, processes and systems objectives of local government as provided for in the Constitution of South Africa and any legislative framework that governs local government

Application form (available in the Municipal website) **NOT Z83** together with a comprehensive CV and certified copies of ID, Driver's licence and 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** Or Email to Recruitment@mkhambathini.gov.za **NB: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA.**

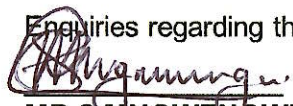
NOTE: Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, competency assessments and previous employment). Faxed or late applications will not be accepted.

The appointee must attain the minimum competency level in the unit standards for each competency area within 18 months from the date of appointment. If the required minimum competency areas are not attained within the 18th months period, the employment contract will terminate automatically within one month after the applicable period.

The Municipality is an equal opportunity, affirmative action employer and is committed to empowering disabled people. ♿

Closing date **21 November 2025**. Kindly note that should you not be contacted within a period of 30 days after the closing date, consider your application as unsuccessful.

Enquiries regarding the post can be directed to HR NC Ziqubu, at 031 785 9378.


MR S MNGWENGWE
MUNICIPAL MANAGER