



UMASIPALA **MTHONJANENI** MUNICIPALITY

Applications are invited from suitable qualified persons for the following position:

DIRECTOR CORPORATE SERVICES

5 YEARS FIXED TERM CONTRACT

SALARY: NEGOTIABLE IN TERMS OF GOVERNMENT GAZETTE NO. 40118 DATED 04 JULY 2016;

**MINIMUM PACKAGE R 700 116.00 – MID POINT R 777 908.00 – MAXIMUM R 855 698.00;
PLUS PERFORMANCE BONUS**

KEY REQUIREMENTS:

- Bachelor Degree in Public Administration / Management Sciences/ Law; or equivalent
- CPMD or relevant MFMA certificate – An Appointed candidate who is not in possession of the CPMD or relevant MFMA certificate will be required to attain the minimum competency level in the unit standards for each competency area within 18 months from the date of appointment.
- 5 years' experience at a middle management level
- Have proven successful management experience in administration
- Good knowledge and understanding of Municipal related Laws and regulations.
- Good knowledge and understanding of institutional governance systems and performance management
- Good knowledge of corporate support services, including -
 - Human capital management
 - Legal services; and
 - Facilities Management
 - Information communication technology ; and
 - Council support
- Good governance
- Labour Relations Act and other labour-related prescripts
- Legal background and human capital management
- Knowledge of coordination and oversight of all specialised support functions

KEY PERFORMANCE AREAS:

- Leading and directing Corporate Services Department
- Managing and controlling various line functions such as General Administration, Human Resources, Registry, Library, Information Technology
- Provision of support service to the Council and all its Sub Committees
- Formation and development of economic, effective and efficient administration
- Managing and controlling the compilation and execution of the departmental capital and operational budget
- Developing, implementing and managing strategic goals, policies and procedures.

ENQUIRIES: MR P P SIBIYA -MUNICIPAL MANAGER ON TEL: 035 450 2082 EXT: 325

PLEASE NOTE: It would be expected of candidates to be subjected to evaluations and a competency test will be conducted. Previous employers and references will be contacted. Qualification verification will be done as well as criminal record. APPLICANTS WILL BE EXPECTED TO SIGN AN EMPLOYMENT CONTRACT, PERFORMANCE AGREEMENT AND DISCLOSURE OF FINANCIAL INTEREST. Appointed candidate will be stationed at Mthonjaneni Municipality at Melmoth.

Applications on an Application for employment form obtainable from the Mthonjaneni Municipal website (www.mthonjaneni.org.za) accompanied by a comprehensive CV and certified copies of qualifications and ID should be submitted to: The Municipal Manager, Mthonjaneni Municipality, PO Box 11, Melmoth, 3835. Further information can be obtained from the Municipal Manager on Tel: 035 450 2082.

No e-mailed or faxed applications will be accepted.

Should you not be contacted within a period of thirty (30) days after the closing date, your application should be deemed to have been unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant. Mthonjaneni Municipality subscribes to and applies the principles of Employment Equity Act; preference will be given to candidates from designated groups in accordance with objectives of Employment Equity Act.

CLOSING DATE: 26 SEPTEMBER 2017

**P P SIBIYA
MUNICIPAL MANAGER**

