



**UMASIPALA MTHONJANENI MUNICIPALITY**

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

**DIRECTOR CORPORATE SERVICES**

**5 YEARS FIXED TERM CONTRACT**

**SALARY: TOTAL REMUNERATION PACKAGE APPLICABLE TO THE MUNICIPAL MANAGERS AND DIRECTORS WILL BE IN TERMS OF GOVERNMENT GAZETTE NO. 43122 DATED 20 MARCH 2020.**

**MINIMUM PACKAGE R 815 063.00 – MID POINT R 905 626.00 – MAXIMUM R 996 188.00; PLUS PERFORMANCE BONUS AND 4% REMOTE ALLOWANCE**

**KEY REQUIREMENTS:**

- Bachelor's 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. Failing which the employment contract will terminate automatically within one month after the application period.
- 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, 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 Z S MTHETHWA –MUNICIPAL MANAGER ON TEL: 035 450 2082 EXT: 0320

**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 jurisdiction. The Municipality may require an employee to work within the Republic of South Africa as when required and may require employee to travel internationally.

Applications on an Application for employment form obtainable from the Mthonjaneni Municipal website ([www.mthonjaneni.org.za](http://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: 17 June 2022**



**Mr Z.S. MTHETHWA  
MUNICIPAL MANAGER**