



UMASIPALA MTHONJANENI MUNICIPALITY

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

DIRECTOR COMMUNITY 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 sciences / Public Administration / Law; or Equivalent
- Certificate in Municipal Financial Management Programme or Certificate in Programme Management Development in terms of Government Notice R493 published in Government Gazette No.29967 dated 15 June 2007 in the Municipal Regulations on Minimum Competency Levels. 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
- Good knowledge of Municipal related Laws and regulations.
- Have proven successful institutional transformation within public or private sector
- Good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding of institutional governance systems and performance management
- Understanding of council operations and delegation of powers as well as -
 - Disaster Management, Fire and Rescue
 - Social Services
 - Traffic and Public safety; and
 - Library Services

KEY PERFORMANCE AREAS:

- Leading and directing Community Services Department
- Responsible for planning, organizing, coordinating and control of all the activities of Community Services that include LED and Tourism, Social Services (Sports), Disaster Management and Environmental Management and Law Enforcement.
- Responsible for management of Community Facilities eg. Community Halls, Sport Fields, and other municipal properties.
- Develop, implement and maintain policies and programs associated with the department of Community Services.
- Develop, implement, and maintain policies and programs for Local Economic Development and poverty alleviation

- Responsible for budgeting and expenditure control of Community Services Department
- Liase between rural communities and the Council

Enquiries: Municipal Manager, Mr Z S Mthethwa, Tel (035) 450 2082 ext 0320

PLEASE NOTE: Shortlisted candidates will be subjected to thorough evaluations; reference checks of the previous or current employers and references will be contacted. Verifications will be done on his/her qualifications, criminal and credit records.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Applicants should be a South African citizen or permanent resident.


Successful candidates will undergo the competency test. 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) 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 or be hand delivered at 41 Symmonds Street, Melmoth 3835. Further information can be obtained from the Municipal Manager on Tel: 035 450 2082 ext 0320.

- Canvassing for appointment will automatically disqualify an applicant.
- Human Resources will not accept responsibility for information not mentioned in applications.
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- The Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Mthonjaneni Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representatively through the process of affirmative action.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

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. 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