



EXTERNAL ADVERT

The Ntabankulu Local Municipality, which is situated in the Alfred Nzo region, is an equal opportunity employer and requires the services of the suitable qualified person to fill in the following position. The recruitment and selection process shall be in line with the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers issued under GN 21 as published in Government Gazette No. 37245 of 17 January 2014.

POSITION: DIRECTOR CORPORATE SERVICES

DURATION: PERMANENT

REMUNERATION: (Total remuneration package will be paid as per the applicable Notice No. 43122 of 18 November 2022. Total Remuneration Packages to Municipal Managers and Managers Directly Accountable to the Municipal Manager).

**Total Remuneration Package: Minimum R827 289.00, Midpoint R919 210.00,
Maximum R1 011 131.00**

MINIMUM REQUIREMENTS

- Matric
- Bachelor's degree in Public Administration/Management Sciences, Law, Social Sciences, or equivalent qualification relevant to the position
- Certificate Program in Management Development for Municipal Finance (CPMD) must be obtained within 18 months of appointment.
- A post graduate degree shall serve as an added advantage
- Five years' experience in middle management level, in which 3-4 years must be at professional level/management level experience.
- Computer Literate in Ms Office with good communication skill
- Be in possession of valid driver's license code 08.

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Knowledge and Competencies

- Good knowledge and understanding of relevant legislation and policy
- Good knowledge and understanding of institutional governance systems and performance management.
- Understanding of council operations and delegation of powers as well as:
 - Human capital management
 - Legal services
 - information communication technology
 - Good governance
 - Municipal Estate Management
 - Council Support and Administration
 - Knowledge of Labour Relations Act, and other labour-related prescripts
 - Excellent communication and facilitation skills
 - Customer Care; Records and Archives functions
 - Conflict Management and Problem Solving

Key Performance Areas

The successful candidate will be responsible for:

- Compilation of the Departmental SDBIP, Monitor and Report on programme implementation
- Ensure the development of appropriate strategies, policies and plans for all relevant areas
- Direct the implementation of specific procedures, systems and controls associated with key functional areas embodied in the department
- Provide strategic leadership and planning for the department
- Productivity/performance and personnel management
- Evaluating the project management cycle
- Alignment, creating awareness, capacity and relationship management in all stakeholder forums
- Execute any other duties that may be assigned by the Municipal Manager.
- Enforcing compliance with all legal requirements and policies applicable within the Department.

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Note: Please note that shortlisted candidates will undergo security vetting including, inter alia, competency assessments, the verification of Curricula Vitae, qualifications, and criminal records. The successful candidate will be required to sign employment contract, annual performance agreement as well as to disclose their financial interests.


The applicants must fill in the Senior Manager's application form which is obtainable in our websites. The application covering letter must be accompanied by a detailed CV, originally certified copies (not old than 3 months) of academic qualifications, copy of an identity document and driver's license.

Ntabankulu local municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender, and disabilities) in the municipality.

The Municipality reserves the right not to fill the advertised position, if feels not satisfied with the candidates. If Applicants do not receive communication from the municipality within 90 days from the closing date of the advert, consider your application unsuccessful, as communication shall only be to the shortlisted candidates. Applicants shall be penalized for canvassing the municipal employees or councillors or any stakeholder for appointment. Please forward all applications to: **Mr P. Pinyana, Acting Municipal Manager, Ntabankulu**

Local Municipality, Private Bag X 504, Ntabankulu, 5130. Or Applications may be hand delivered to the **Municipal Offices, Erf 85 Main Street Ntabankulu.** Faxed or emailed applications will not be considered. Enquiries must be directed to. K. Nonkondlo (Manager Human Resource) at 0392582440/0828201152. **Closing date: 2023/08/14**

Signed by:

A handwritten signature in blue ink, consisting of stylized initials and a long horizontal stroke extending to the right.