

EXTERNAL VACANCY ADVERTISEMENT

Moqhaka Local Municipality with its Head Office in Kroonstad in the Free State Province, invites suitable candidates to apply for the following position.



"People's power in action"

OFFICE OF THE MUNICIPAL MANAGER RE-ADVERTISEMENT: DIRECTOR CORPORATE SUPPORT SERVICES (PERMANENT)

**Remuneration package per annum: R 987 238 (Minimum) R 1 124 899 (Midpoint)
R 1 276 762 (Maximum) all inclusive**

(As determined by notice No: 47538 of 18 November 2022 on upper limits for senior managers for a Category 4 Municipality)

Center: Kroonstad, Free State

Reporting to the Municipal Manager, the Director Corporate Support Services is a custodian of Human Resources Management, Records and Admin, Safety & Loss Control, ICT, Legal Services and Labour Relations. The position operates at a strategic level to provide support to all of the business functions within the municipality with the main priorities being: General Administration, Secretariat, and Council Support. Policies and Procedures, Property Management, Capacity Building/Training, Human Resource and Labour Relations.

Minimum Requirements:

- Bachelor's Degree or B. Tech in Public Administration/ Management Science/ Law or equivalent
- Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 will be an added advantage or attainment of this competency requirement within 18 months in terms of the Treasury Regulations.
- Five years' experience in Middle Management position in Local Government level/ public service
- Extensive planning and management skills, good interpersonal skills, negotiation skills, conceptual and analytical skills
- Excellent communication and report writing skills
- Extensive knowledge and understanding of local government-related legislations
- Knowledge and understanding of MS Word and PowerPoint
- A valid driver's license

Skills and competencies:

Good knowledge and understanding of relevant policy and legislation. Good knowledge and understanding of institutional governance systems and performance management. Good knowledge of Corporate support systems including: Human Capitals, Legal Services, Facilitation Management, Information technology and council support. Good governance, Labour relations Act and other labour relations prescripts, Knowledge of co-ordination and oversight of all specialized support functions.

Key performance areas

- Provide strategic direction to the Corporate Services Directorate.
- Responsible for development organizational policies and procedures
- Be accountable for the execution of all resolutions of the municipality, as well as be accountable for the general supervision, control and efficiency of the directorate.
- Formulate support and implement the strategic goals of the municipality in order to give effect to the Integrated Development Plan (IDP).
- Participate in strategic management of the Municipality by advising the Municipal Manager on issues pertaining to Corporate Support Services Directorate.
- Ensure that municipal Performance Management System is fully implemented in the Directorate
- Ensure effective management of the Directorate and the following sections: Human Resource, Legal Services, Information Technology, Labour Relations and Records and Admin

Please note: Due to the large number of applications we envisage to receive applications will not be acknowledged, should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all short-listed candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof. The municipality subscribes and promotes the principles of employment equity and affirmative action. The Council reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidates who meet the abovementioned competencies will be shortlisted. Candidates should note that some of the above-mentioned competencies may at the discretion of the Council be formally assessed as part of the selection process. Successful candidates will be subjected to competency assessments, qualification verification, security vetting and criminal records checking. On appointment the appointee should not hold any political office in a political party whether in a permanent, temporary, or acting capacity. The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement contract and disclosure of financial interest within 60 days of appointment.

This advertisement is subject to Local Government Regulation on the appointment and conditions of employment of Senior Managers 17 January 2014. Interested persons meeting the above-mentioned requirements are requested to complete and submit the Annexure C form as required by the 2014 Local Government Regulation that is accessible on the following website: www.gpwonline.co.za, at the municipal offices and municipal website, together with a comprehensive Curriculum Vitae (CV), certified copies of qualifications and driver's license must be forwarded to the Municipal Manager, Ms. P.H Tshabalala Mqhaka Local Municipality, P.O Box 302, KROONSTAD, 9500 or hand deliver applications at Municipal Building, Hill Street, KROONSTAD, 9500. Faxed, e-mailed and late applications will not be considered. Applicants who previously applied for this position(s) are encouraged to re-apply.

**Enquiries: Ms. G.D Ramaboea, Tel: 056 216 9411
Closing date: 29 May 2023**