

PHOKWANE LOCAL MUNICIPALITY



Phokwane Local Municipality in Hartswater, Northern Cape, invites applications from suitably qualified candidates to fill the following vacant position within its establishment

DEPARTMENT : Corporate Services
POSITION : Corporate Services Director(5-year fixed term contract)
LEVEL : Manager Directly Reporting to the Municipal Manager
REFERENCE :
CENTRE : Hartswater, Northern Cape

A. Annual Total Remuneration Package:

- R726 954 – R816 803.00 – R966 657, negotiable in terms of Government Gazette No. 40118 of 4 July 2016, i.e. Upper Limits of Total Remuneration Package Payable to Municipal Managers and Managers Directly Accountable to the Municipal Managers. The offer of remuneration will be determined by competence read together with the guidelines as published in Government Gazette no 37245 of 17 January 2014. The appointment made will be subject to the signing of an employment contract, a performance agreement and verification of information and disclosure of financial interest.

B. Term of Appointment:

- 5-years fixed term contract

C. Years of experience

- 5 At least 5 years minimum work related experience at middle management level, preferably in Local Government.

D. Minimum Qualifications/ Requirements

- A Bachelor degree in Public Administration/ Management Science/ Law or Equivalent.
- Post graduate Qualifications will be an added advantage.

- Compliance with all the requirements as contained in the minimum Regulations on minimum competency levels, Gazette No 29967 of 15 June 2007 e.g. Certificate in Municipal Finance Management.
- Valid driver's licence and no criminal record
- Communication skills and facilitating skills.
- Ability to work under pressure.
- Work irregular hours.
- Computer Literacy.
- Deserving candidates with minimum requirements may also be considered.

E. Core 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
 - Facilities Management
 - Information technology
 - Council support
- Good knowledge of supply chain management regulations and the preferential Procurement Policy Framework Act, 200 (Act no 5 of 2000)
- Good governance
- Labour Relations Act and other labour related prescripts
- Knowledge of co-ordination and oversight of all specialised support functions.

F. Duties and Responsibilities

- To provide strategic direction to the Corporate Services Directorate.
- Responsible for developing organisational policies and procedures.
- To oversee the effective management of the Directorate of the following sections:
 - Human Resource
 - Customer Care Services
 - Information Technology
 - Labour Relations
 - Registry
- Participate in strategic management of the Municipality by advising the Municipal Manager on issues pertaining to Corporate Service Department.
- Ensure that Municipal Performance Management System is fully implemented in the Directorate.
- Prepare and implement the budget for Corporate Services Department.
- Manage and oversee the assets allocated to the Directorate.
- Hold Staff meetings for the Corporate Services Department.
- Report to the Municipal Manager and Council, Sub-Committee and EXCO.
- Handling internal and external customers.
- Promote sound labour relations in compliance with applicable legislation.

PLEASE NOTE

Appointment will be in terms of the Council's employment equity plan which ensures representation of designated groups in the Municipality. It is recommended that proof of registration for the minimum competency levels training is attached to the CV of the applicant if not completed. Candidates are requested to complete the prescribed "Annexure C" (Applications form as per the Regulations on Appointment and conditions of Employment of Senior Managers in Government Notice No 21 in Government Gazette No 37245 dated 17 January 2014, which is obtainable from the internet at www.gpwonline.co.za failure to do so will result in the candidate being disqualified)

Shortlisted candidates will be subjected to security vetting/ screening ; verification of Qualifications and employment history/ reference checks and competency assessment. Phokwane Local Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the Municipality including remuneration, advertisement etc, should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No 7 of 2011 or any other relevant legislation.

Emailed and faxed applications will not be accepted. Fraudulent academic qualifications or documentation will result into the immediate disqualification of your application. All Qualifications must be addressed/ sent to:

**The Acting Municipal Manager
Att: Mr ZithuleleNikane
Phokwane Local Municipality
Private Bag X3
Hartswater
Northern Cape
8570**

Or can be hand delivered at:

**Phokwane Local Municipality
24 Hertzog Street
Registry Office
Hartswater
Northern Cape
8570
Closing Date: 31 October 2016 at 12:00**

Enquiries: Acting Corporate Services Director; Mr M.S.Mojaki during working hours.
Telephone: 053 474 9700

Phokwane Local Municipality is an equal opportunity and affirmative action employer

**Issued By: Mr Zithulele Nikani
Acting Municipal Manager**