



THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

Incorporating the towns of Strydenburg and
Hopetown
Northern Cape Province, Republic of South Africa

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 2030005/8
Fax (053) 2030490
www.thembelihlemunicipality.gov.za

MANAGER: CORPORATE SERVICES

Five year Performance based contract

Thembelihle Municipality, situated in the Northern Cape, and an equal opportunity, affirmative action employer, is awaiting applications in terms of Section 56(1) (a) (i) of the Local Government: Municipal Systems Amendment Act, 2011(Act No.7 of 2011) to apply for the above- mentioned vacancy. Females and people living with disabilities are specifically requested to apply.

REQUIREMENTS

- B Degree/Diploma in Public Administration/Management Sciences/Law or equivalent qualification.
- A postgraduate qualification will serve as an advantage.
- Extensive knowledge of cooperative governance and intergovernmental relations.
- At least 5-7 years' experience in a municipal or equivalent environment, with at least 5 years serving at middle management level.
- The applicant must have met the minimum requirements for the post as laid down in Government Gazette No.37245, dated 17 January 2014.
- Extensive knowledge of human resources management (including industrial relations), administration as well as in the Key Performance Areas listed below.
- Goal orientated & good strategic management skills
- The suitable candidate will be expected to sign an employment contract, a performance agreement, will have to disclose all financial interest, and be willing to be subjected to security vetting.
- The successful candidate must have a successfully met the minimum competency levels for senior managers as per Government Gazette 29967 of 15 June 2007.

DUTIES: KEY PERFORMANCE AREAS

- Leadership and direction of the department through managing all the sub-divisions effectively to fulfill the objectives of the Council.
- Fulfill the legislative requirements of the department as prescribed in the legislation guiding Local Government.
- Managing and controlling of the following sub-divisions: HR, Industrial Relations, Administration, Registry, Secretariat, Housing, Planning and Economic Development including LED & IDP, Community Services including Traffic & Library Services, Risk Management and Environmental Health.
- Budget planning and control of the departmental budget.
- Submission of Annual Reports, SDBIP and Performance Contracts to the Municipal Manager & Council.

- Performance management and development of all staff in the employ of the Municipality.
- Council support services.
- Provide a human resources (including industrial relations) advisory role to staff & management.
- Develop, implement and review all policies relevant to this department.
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000).
- Labour Relations Act and other labour-related prescripts.
- Legal background and human capital management.
- Knowledge of coordination and oversight of all specialised support function;

REMUNERATION

Salaries will be paid in accordance with the regulations as stipulated in the Government Gazette No.37500, of 29 March 2014, as indicated for a Category 1 (one) Municipality

Enquiries: Municipal Manager, Mr. AM Mogale

Closing Date: 24 October 2014

Applications should be accompanied by a fully completed application form obtainable from our website, an updated and comprehensively detailed CV with certified copies of qualifications, testimonials and ID document. No faxed or e-mailed applications will be considered; applications received after the closing date will not be accepted. If you don't hear from us within 60 days from the closing date, please regard your application as unsuccessful.

Please forward applications to:

Thembelihle Municipality, Attention Municipal Manager, Mr AM Mogale

Private Bag X3

HOPETOWN

8750

Tel: 053-203 0005/8