



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
Remuneration: R532 278 –R627 000 pa.
(All Inclusive Package)
Reference Number: TMH 2015/01

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;

**Enquiries: Municipal Manager
 Mr. AM Mogale**

Closing Date: 30 April 2014 at 16h00

DIRECTIONS TO APPLICANTS: Applications must be submitted on the prescribed application form found on the municipality's website and must be completed in full accompanied by certified copies of the ID, Qualifications and a comprehensive CV, stating the reference number and the name of post being applied for. No faxed or E-mailed or late applications will be considered, the certification stamp should not be older than 3 months. Correspondence will be limited to shortlisted candidates only. Reference checking will be conducted on all shortlisted candidates and therefore CVs should include at least three contactable work-related references. Applications should be sent to The Municipal Manager, Thembelihle Municipality, Private Bag X3, Hopetown 8750 in a sealed envelope Marked with Name of Post and Reference number.

Please forward applications to:

Thembelihle Municipality

Attention: Municipal Manager - Mr. AM Mogale

Private Bag X3

HOPETOWN

8750

Tel: 053-203 0005/8