



THEMBELIHLE

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

**LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI**

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 203 0005/8/442
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www.thembelihlemunicipality.gov.za

Thembelihle Local Municipality (NC 076) who is an equal opportunity, affirmative action employer, is awaiting the applications for the following advertised position. We are encouraging both disabled people and females to apply.

DEPARTMENT: Corporate Services Department
POST : Senior Manager: Corporate and Community Services
LEVEL : Section 56 Manager reporting directly to the Municipal Manager
CENTRE : Hopetown, Northern Cape

REMUNERATION:

Annual Total Remuneration Package (All Inclusive Package) Reference Number:
Negotiable in terms of Government Gazette No. 42023 of 8 November 2018, Upper
Limits of Total Remuneration Package Payable to Municipal Managers and Managers
reporting to Municipal Managers
Minimum R781 460 – Midpoint: R 868 290 – Maximum: R955 118

Duration: Permanent, Performance based contract in line with legislative prescripts.
The suitable Candidate will have to disclose all financial interests and be willing to be
subjected to security vetting

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 years' experience at middle management level in a municipal or equivalent environment
- 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.
- Compliance with all the requirements as contained in Government Gazette No 29967 of 15 June 2007, as amended by Government Gazette No.41996 of 26

October 2018. If a newly appointed person is not in possession of these Competencies, he/ she must complete it within eighteen (18) months from the date of employment, in accordance with Government Notice Number 91 of 3 February 2017, as promulgated in Government Gazette No. 40593.

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 service of the Municipality
- Council Support services
- Provide a Human Resource (including industrial relations) advisory role to staff & management.
- Develop, implement and review all policies relevant to the Department
- Good Knowledge of Supply Chain management regulations and 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 specialized support function.

Closing Date: 10 May 2019

Directions to applicants

- Candidates are invited to submit an application for the vacant post on an official application form as provided in Annexure C of Government Gazette No.37245 of 17 January 2014: Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers (failure to use this form will result in the candidate being disqualified) which is obtainable from the following Municipal Website Address: www.thembelihlemunicipality.gov.za

A comprehensive Curriculum Vitae with certified copies,(not older than three months), of Qualifications and other relevant documentation (e.g. ID),stating the reference number and the name of post being applied for must be submitted. No faxed, E-mailed, or late applications will be considered. 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

- The successful candidate will be required to enter into an employment contract, a performance agreement, and will be subjected to security vetting. Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.

Applications should be sent in a sealed envelope Marked with Name of Post and Reference number to:

Thembelihle Municipality Attention:

Municipal Manager

Michael R. Jack

Private Bag X3

HOPETOWN

8750

Tel: 053-203 0005/8

Enquiries can be directed to Mr. Michael R Jack at 053 2030 005/8 or 053 2030 442.