



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) 2030005/8
Fax (053) 2030490
www.thembelihlemunicipality.gov.za

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.

Post: Manager Corporate Services

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

Remuneration: R700 116 –R855 698 pa. (All Inclusive Package)

Reference Number: TMH 2017/01

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 may be directed to the Municipal Manager Mr. AM Mogale at 053 203 005/8 during office hours.

Closing Date: 03 February 2017 at 12h00

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 in a sealed envelope Marked with Name of Post and Reference number to:

Thembelihle Municipality Attention: Municipal Manager - Mr. AM Mogale
Private Bag X3,
Hopetown
8750

Tel: 053-203 **0005/8**



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APPLICATION FOR EMPLOYMENT

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received will be treated with strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist municipality with the recruitment, selection and appointment of senior managers in terms of the Local Government: Municipal Systems Act, 2000 (Act no. 32 of 2000).

A. DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised Post applying for	
Reference number	
Name of Municipality	
Notice Service period	

B. PERSONAL DETAILS

Surname				
First Names				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender			Female	Male
Do you have a disability?			Yes	No
If yes, elaborate				
Are you a South African citizen?			Yes	No
If no, what is your nationality?				
Work permit Number (if any):				
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, provide information below			Yes	No
Political Party	Position:	Expiry Date:		
Do you hold a professional membership with any professional body? If yes please provide information below			Yes	No
Professional Body:	Membership nr:	Expiry date:		

C. CONTACT DETAILS			
Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence (Mark with an X)	Post	E-mail	Fax
Correspondence contact details (in terms of above)			

D. QUALIFICATIONS (Additional information may be provided on your CV)			
Name of School/Technical College	Highest Qualification obtained	Year obtained	
Name of Institution	Name of qualification	NQF Level	Year obtained

E. WORK EXPERIENCE (Additional information may be provided on your CV)						
Employer (starting with the most recent)	Position	From		To		Reason for Leaving
		MM	YY	MM	YY	
If you were previously employed in local Government, indicate whether any condition exist that prevents your re-employment:				Yes		No
If yes, provide the name of the previous employing municipality:						

F. DISCIPLINARY RECORD		
Have you been dismissed for misconduct on or after 05 July 2011?	Yes	No
If yes, Name of Municipality/ Institution		
Type of misconduct/ Transgression		
Date of Resignation/ Disciplinary case finalised		
Award/ sanction		
Did you resign from your job on or after 05 July 2011 pending finalisation of the disciplinary proceedings? If yes, provide details on a separate sheet.	Yes	No

G. CRIMINAL RECORD		
Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 05 July 2011? If yes, provide details on a separate sheet.	Yes	No
If yes, type of criminal act		
Date of criminal case finalised		
Outcome/ Judgement		

H. REFERENCE				
Name of referee	Relationship	Tel (Office Hours)	Cell phone Number	Email

I. DECLARATION	
I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.	
Signature	Date: