



THEMBELIHLE

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

MANAGER: CORPORATE SERVICES

Permanent position

Remuneration: R700 116 –R855 0698 pa.

(All Inclusive Package)

Reference Number: TMH 2017/02

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.

A. ESSENTIAL 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 in a municipal or equivalent environment, with at least 5 years serving at middle management level.
- Must obtain the Minimum Municipal Competency as prescribed by National Treasury within 18 months from the date of appointment
- 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

B. DUTIES AND RESPONSIBILITIES

- 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;

C. REMUNERATION

A minimum all-inclusive remuneration package as per Government Notice: 381 of 2016 Gazette No. 40118 of 1 July 2016 at a Grade 1 Municipality.

D. Enquiries: Municipal Manager
Mr. AM Mogale

E. Closing Date: 19 May 2017

F. DIRECTIONS TO APPLICANTS:

Applications must be submitted on the prescribed application form found on the municipality's website (www.thembelihlemunicipality.gov.za) (Sect 56 application form) 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.

- i) The Council will conduct security vetting on shortlisted candidates
- ii) The Council will require shortlisted candidates to undergo competency based assessments
- iii) The successful candidate will be required to sign an employment contract and performance agreement
- iv) The successful candidate will be stationed at the offices of the Thembelihle Local Municipality in Hopetown

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**