



MAKHADO LOCAL MUNICIPALITY

Makhado Municipality a dynamic equal opportunity and affirmation action employer hereby invites applications from suitable qualified candidates for the following positions.

DEPARTMENT: CORPORATE SERVICES

DIRECTOR: CORPORATE SERVICES: File No. 5/3/4/9/4

This is a Three (3) year fixed-term Contract employment linked to a performance contract

Total Remuneration Package: will be in terms of General Notice No 1224 of 2018 promulgated in Government Gazette No 42023 of 8 November 2018 which stipulates remuneration packages for Category 4 municipalities as follows:

Total Remuneration package: Minimum R932 548.00

Total Remuneration package: midpoint R1 078 089.00

Total Remuneration package: Maximum R 1 223 632.00

REQUIREMENTS: Grade 12 Certificate.* Bachelor Degree in Public Administration/Management, Law or Equivalent qualification. *A valid Code B driver's license. **Added advantage.***Certificate Program in Municipal Development (CPMD) or Municipal Finance Management Program (MFMP) (Minimum competencies) or Executive Leadership Municipal Development Program (ELMDP) or Equivalent. – If the appointee has not yet attained the Minimum Competency Qualification in terms of Government Gazette No 29967 dated 15 June 2007, as amended in October 2018 he/she will be required as a condition of appointment to complete this training within a specific period of time.

Experience: *Minimum of 5 years proven relevant experience at Middle Management Level.

Knowledge: *Good knowledge and understanding of relevant policy and legislation.*Good Knowledge and understanding of institution governance systems and performance management. *Good knowledge of corporate support services, including Human capital management, Legal services, Facilities management, Information communication technology and council support. *Good knowledge of supply chain management regulations and preferential procurement policy framework Act, 2000 (Act No. 5 of 2000). *Good governance. *Labour Relations Act and other labour-related prescripts. *Legal background and human capital management. *Knowledge of coordination and oversight of all specialized support functions.

Duties: *Manage Labour Relations, Human Resource Management, ICT, Council Support and Axillary Services, Communication services and Special Programs. Provide strategic support and oversee the provision of support services in all Divisions within the Directorate. *Develop, review and manage the implementation of Departmental strategies, plan, policies and procedure in line with national policy framework and guidelines. *Provide strategic leadership in Human Resources strategy implementation and labor matters *Manage Corporate Services department's budget. *Compile Directorate's monthly, quarterly, mid-term reports in line with the legislative requirements for Council and other organs of State. *Lead and manage staff and all related matters.

DEPARTMENT: COMMUNITY SERVICES

DIRECTOR: COMMUNITY SERVICES: File No. 5/3/4/6/17

This is a Three (3) year fixed-term employment Contract linked to a performance contract

Total Remuneration Package: will be in terms of General Notice No 1224 of 2018 promulgated in Government Gazette No 42023 of 8 November 2018 which stipulates remuneration packages for Category 4 municipalities as follows:

Total Remuneration package: Minimum R932 548.00

Total Remuneration package: midpoint R1 078 089.00

Total Remuneration package: Maximum R 1 223 632.00

REQUIREMENTS: Grade 12 Certificate.* Bachelor Degree in Public Administration or Management/Social Sciences and Law or Equivalent qualification. * A valid Code B driver's license. **Added advantage.** *Certificate Program in Municipal Development (CPMD) or Municipal Finance Management Program (MFMP) (Minimum competencies) or Executive Leadership Municipal Development Program (ELMDP) or Equivalent. – if the appointee has not yet attained the Minimum Competency Qualification in terms of Government Gazette No 29967 dated 15 June 2007, as amended in October 2018 he/she will be required as a condition of appointment to complete this training within a specific period of time.

Experience: *Minimum of 5 years proven relevant experience at Middle Management Level.

Knowledge: *Good Knowledge and understanding of relevant policy and legislations. *Good knowledge and understanding of institutional governance systems and performance management. * Understanding of council operations and delegation of powers, as well as- Waste management and traffic management, Cemetery management, public safety, parks and recreation management.

Duties:*Provide strategic guidance and leadership towards the rendering of Driver and Motor Vehicle licensing, Disaster Management Services, Traffic and Municipal by-laws Enforcement, Municipal Security services, Waste Management, Manage Departmental Budget in accordance with the IDP and SDBIP, Manage Cemeteries, Parks and Recreation facilities within the Municipal areas.

PLEASE NOTE:

1. It will be expected of candidates to be subjected to through evaluations. Previous and current employers and references will be contacted. Verifications will be done on Qualifications and criminal records.
2. The candidate will be required to disclose all financial interest. Original qualifications certificates must be produced upon enquiry and before appointment.
3. Appointment is subject to the signing of an employment contract and performance agreement.
4. The candidates recommended for appointment to the post of Director must undergo a competency assessment.

NB: ALL SUCCESSFUL CANDIDATES WILL UNDERGO SECURITY CLEARANCE.

Forward your application on the Council's prescribed application form for senior managers which can be downloaded from www.makhado.gov.za or collected at 83 Krogh Street Civic Centre Makhado Municipality to the Municipal Manager with a comprehensive CV and certified copies of qualifications and identity

document to the Municipal Manager Private Bag X2596, LOUIS TRICHARDT, 0920 or hand delivered to 83 Krogh Street Makhado Civic Centre. By **NO LATER THAN 16H00 ON FRIDAY 07 October 2019**

APPLICATIONS SENT BY FACSIMILE/EMAIL WILL NOT BE ACCEPTED

If you do not hear from Municipality within 45 days after the closing date, please consider your application as unsuccessful.

Enquiries can be directed to the Acting Director Corporate Services Mr N Dagada at telephone no 015 519 3225. Council reserves the right not to make any appointment in the above mention post.

PLEASE NOTE: APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED.

Publication Date: 13 and 15 September 2019

Closing Date: 07 October 2019

Notice No 113/2019

MR N F TSHIVHENGWA
MUNICIPAL MANAGER

