



Makhado Municipality is an equal opportunity employer upholding the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned vacancy.

DIRECTOR: CORPORATE SERVICES

(5 Year Performance Contract)

Remuneration:Negotiable

Requirements: B- Degree (NQF Level 7) in Public Administration, Law or Human Resources. A Certificate Program in Municipal Development (CPMD) or Municipal Finance Management Program (MFMP) (minimum competencies) or Executive Leadership Municipal Development Program (ELMDP) or equivalent, will be an added advantage. A minimum of 5 years' relevant experience, preferably in Local Government at Senior Management level. A valid code 08/B driver's license.

Competencies: In-depth knowledge and extensive understanding of Human Resources Management practices, Labor Relations, Training and Development and different Municipal regulations and related legislative framework • Knowledge of ICT, Council Support and Auxiliary Services, Communication and Special Programs • Team player, with strong strategic leadership and management abilities • Ability to interpret, implement, statutes and develop policies • Report-writing skills.

Duties: Manage Legal Services, HR management, Training and Development, ICT, Council Support and Auxiliary Services, Communication and Special Programs • Provide secretarial services, administer by-laws, and execute Council resolutions • Provide strategic support and oversee the provision of support services in all units within the Directorate • Develop, review and manage the implementation of Human Resources strategies, plan, policies and procedures in line with national policy framework and guidelines • Provide strategic leadership in Human Resources strategy implementation and labour matters • Manage Corporate Services department's budget • Compile Directorate's monthly, quarterly, mid-term and annual reports in line with the legislative requirements for Council and other organs of State • Perform the duties and functions as contained in Section 55 of the Local Government Municipal System Act, 2000 (Act 32 of 2000) • Lead and manage staff and all related matters.

NB: THE SUCCESSFUL CANDIDATE WILL GO THROUGH A SECURITY CLEARANCE.

persons with disabilities are encouraged to apply. Forward your application on the *Council's prescribed application form* with a copy of CV, certified qualifications and a copy of ID to: **The Municipal Manager, Private Bag X2596, MAKHADO, 0920.** Application Forms can be collected from Civic Centre at 83 Krogh Street Makhado or downloaded from www.makhado.gov.za.

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

NB: NO FAX AND E-MAIL APPLICATIONS ARE ACCEPTED

Enquiries can be directed to MAKHADO MM @ 015 519 3225

If no response is received from Makhado Local Municipality within 90 days after the closing date, it must be regarded that your application has not been successful.

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Closing Date: 14 NOVEMBER 2013

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**MUNICIPAL MANAGER
IP MUTSHINYALI**