



# EXTERNAL RE-ADVERTISEMENT

ADDRESS ALL CORRESPONDENCE TO:

The Municipal Manager  
Kopanong Local Municipality  
Private Bag X23  
TROMPSBURG  
9913

Mail: lebo@kopanong.gov.za | Website: www.kopanong.gov.za | Tel: 051 713 9200 | Fax: 051 713 0335

Kopanong Local Municipality subscribes to the principles of Affirmative Action and its administrative offices are situated in Trompsburg, 125 km South of Bloemfontein in the Free State. Kopanong Local Municipality incorporates the following towns: Bethulie, Edenburg, Fauresmith, Gariep Dam, Jagersfontein, Philippolis, Reddersburg, Springfontein, and Trompsburg.

**Suitably qualified candidates are invited to apply for the following posts:**

## **JOB ADVERTISEMENT**

**JOB TITLE: DIRECTOR: CORPORATE SERVICES  
REPORTING TO: MUNICIPAL MANAGER**

**REMUNERATION:** Offer of remuneration will be determined by competence in line with the guidelines as set out in the Government Gazette No. 40118 of 04 July 2016. Category 2: Minimum R726 954-00, Midpoint: R816 803-00, Maximum: R906 651-00

**NO OF INCUMBENTS: 1**

**LOCATION: KOPANONG LOCAL MUNICIPALITY  
(TROMPSBURG)**

**DURATION:** Fixed term performance contract of employment linked to term of the current Council of the Municipality

**ADDED ADVANTAGE/S:** A Certificate Programme in Municipal Development (CPMD) or Municipal Finance Management Programme (MFMP)

**PREFERRED MINIMUM EDUCATION:** An appropriate Bachelor's Degree in Public Administration / Management Science/ Law or equivalent qualifications.

**PREFERRED MINIMUM EXPERIENCE:**

- Minimum 5 years' experience at Senior Management level.
- Five (5) years experience in middle management level.
- A qualification relating to National Treasury Competencies requirements obtained from accredited and recognised body.

## **JOB RESPONSIBILITIES:**

- Knowledge of local government, excellent communication and negotiations skills levels of government.
- Good skills in conflict resolutions, problem solving and ability to be decisive.
- Effective Management of Human Resources in order to ensure the transformation of development
- Employment Equity advancement and knowledge of Performance Management system are critical.
- Knowledge of local government legislation is vital. Good interpersonal and communication (written and verbal) skills and ability to manage a wide range of functions are recommended.
- Drivers License.

## **KEY PERFORMANCE AREAS:**

- Assist the Municipal Manager with the overall governance of the municipality
- Administer Human Resources Management (personnel planning, provisioning, training and development, labour relations, management and organisational development)
- Responsible for developing organisational policies and procedures.
- Develop and manage the directorate's service delivery

and budget implementation in line with relevant legislative prescripts

- Prepare and submit the reports to the Municipal Manager and relevant political structures
- Provide support and advice to other directorates in relation to all Human Resources Management matters.
- Provide strategic leadership in corporate support service including:
  - Human Resources Administration
  - Organisational Development
  - Legal Services
  - Council Secretariat
  - Employee Assistance Programme
  - Training and Development
  - Information and Communication Technology
  - Labour Relations
  - Facilities and Properties management and related Auxiliary Services

## **APPLICATION TO BE DIRECTED TO:**

- Application: Detailed and comprehensive Curriculum Vitae including application form accompanied by recently certified copies of Qualifications, ID and drivers licence must be addressed to:
- The Municipal Manager, Kopanong Local Municipality Private Bag X23, Trompsburg, 9913.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to attach the proof thereof.
- In anticipation of a large number of applications, correspondence will be limited to the short listed candidates only.
- Shortlisted or recommended candidates will be subjected to a competency based assessment for two days prior appointment.
- The official application form can be accessed from Municipal website(www.kopanong.gov.za)
- Successful candidates will be required to sign employment contract on or before assumption of duty, a performance agreement within 60 days of appointment and disclosure of financial interest and also to undergo security vetting.
- We appreciate your demonstrated interest of being part of Kopanong Local Municipality.
- You are further advised that the Council has the right to appoint any candidate if it is in its view that no suitable candidate could be found.
- Canvassing for appointment is highly discouraged.
- Application: Detailed and comprehensive Curriculum Vitae including covering letter accompanied by certified copies of Qualifications must be addressed to:
- No faxed or emailed applications will be accepted. If you have not received any response within 30 days after the closing date, consider your application unsuccessful.
- Enquiries regarding the position may be directed to the Municipal Manager: Me L.Y Moletsane at the following telephone number: (051) 713 9203

**CLOSING DATE OF APPLICATIONS: 18 June 2017**

**L.Y. MOLETSANE (Me)  
MUNICIPAL MANAGER**