

VACANCY



Tokologo
LOCAL MUNICIPALITY

Tokologo Local Municipality subscribes to the principles of employment equity. Applications are hereby invited from suitably qualified and competent applicants for appointment to the following vacant position:

DIRECTOR CORPORATE SERVICES (5 YEAR FIXED PERFORMANCE-BASED CONTRACT)

DEPARTMENT: Corporate Services

POSITION: Director Corporate Services

REQUIREMENTS: A Bachelor's degree in Public Administration/Management Sciences/Law or equivalent; A certificate in Municipal Finance Management Programme in line with Minimum Regulations on Competency Level of 2007; 5 years' relevant experience at middle management level; Proven successful management experience in administration; Computer Literacy; A valid driver's licence; NO criminal record; Good knowledge and understanding of relevant policies and legislations; Good understanding of institutional governance systems and performance management; Good knowledge of corporate support services, including human resource 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); knowledge of Good Governance; Knowledge of the Labour Relations Act and other labour-related prescripts; A legal background; knowledge of human resource management; knowledge of coordination and oversight of all specialised support functions; knowledge of budget and finance management; The ability to be an innovative and strategic leader.

MAIN DUTIES: Lead, direct and manage staff within the Department: Corporate Services that is responsible for the Human Resource Management, Organisational Design and Development, Administrative Support, Information and Communication Technology functions; Develop and continuously evaluate short and long-term strategic organisational governance objectives of the Municipality; Develop and monitor systems, procedures and processes to ensure correct working operations and practices; Coordinate Council Committee meetings and business processes and submit reports; Develop and implement the departmental SDBIP; Prepare and manage the departmental budget; Give inputs and support towards preparation of IDP to ensure alignment and efficient performance; Formulate creative solutions to enhance cost-effective and efficiency in the delivery of services and administration of the Municipality; Assist and support the Accounting Officer with the roles and responsibilities delegated to the Department.

Total remuneration package will be in terms of Government Gazette No: 40118 dated 04 July 2016 (Minimum R726 954 per annum; midpoint R816 803 per annum; maximum R906 651 per annum)

PLEASE NOTE:

Candidates are requested to complete the prescribed "Annexure C" (Application form as per the Regulations on Appointment and

Conditions of Employment of Senior Managers in Government Notice No. 21 in Government Gazette No. 37245 dated 17 January 2014, which is obtainable at the Human Resource Management Office of Tokologo Local Municipality, at the head office in Boshof, or from municipal website at www.tokologo.gov.za or from the internet at www.gpwonline.co.za failure to do so will result in the candidate being disqualified).

Shortlisted candidates will be subjected to security vetting/screening; verification of Qualifications and employment history or reference checks and competency assessment prior appointment. Tokologo Local Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the Municipality including remuneration, advertisement etc, should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provision of Municipal Council Policies; Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation.

The successful candidate will be expected to sign an employment contract, a performance agreement and disclosure of financial interest. He/She will be stationed at the municipal head office in Boshof, but may be placed anywhere within the municipality depending on operational requirements.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof.

Emailed and faxed applications will not be accepted. Fraudulent academic qualifications or documents will result into the immediate disqualification of your application. All enquiries may be directed to: Municipal Manager at Tel: 053 541 0014.

Closing date: 09 March 2017 at 16h00.

All applications accompanied with your CV and certified copies of qualifications must be addressed and/or sent to:

Physical Address:

The Acting Admin & Support Manager
Tokologo Local Municipality
Corner Market Square and Voortrekker Streets
Boshof
8340

OR

Postal Address:

Tokologo Local Municipality
Private Bag X46
Boshof
8340

If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

MR. K.J. MOTLHALE
MUNICIPAL MANAGER