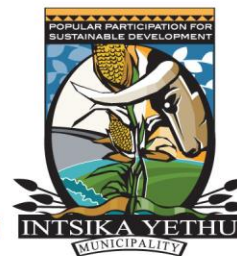


Office of the Municipal Manager

201 Main Street Cofimvaba 5380 | Private Bag 1251 Cofimvaba 5380
Tel: 047 874 8700 | Fax: 047 874 0010 | Email: info@intsikayethu.gov.za
customer care: 0860 042 281



REFERENCE NO. HRM 01/07/2022

The Intsika Yethu Municipality consisting of Cofimvaba and Tsomo towns is a category B Municipality in terms of Municipal Structures Act No. 117 of 1998 and invites candidates to apply for the position of a Corporate Services Director.

The appointment to this positions will be made on a fixed-term performance-based contract in terms of Sections 54A, 56 and 57 of the *Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)*, as amended (the MSA), read together with the *Local Government: Municipal Performance Regulations, 2006*, and the *Local Government: Municipal Finance Management Act: Municipal Regulations on Minimum Competency Levels, 2007*.

DIRECTOR – CORPORATE SERVICES DEPARTMENT

(FIVE-YEAR FIXED-TERM PERFORMANCE-BASED CONTRACT)

A total remuneration package (in terms of Local Government: Upper Limits of total remuneration packages payable to Managers directly accountable to Municipal Manager) per annum may be offered subject to compliance with minimum prescribed higher education qualification, experience and attainment of demonstrated evidence of competency level as measured against the competency framework for managers directly accountable to Municipal Manager. (Grade 2 Municipality)

MINIMUM REQUIREMENTS:

- Bachelor Degree in Public Administration/ Management Science/ Law, or Equivalent Qualification
- A certificate in Municipal Financial Management Programme (MFMP) or Certificate Programme in Municipal Development (CPMD) is a requirement in terms of the Minimum Competency Requirements of National Treasury Regulations;
- Minimum of five (5) years' experience at middle management level;
- Extensive experience in Human Resources practices;
- Have proven successful management experience in administration;
- A sound knowledge of Labour Relations Act and other labour related prescripts;
- A sound understanding of the local government legislative framework;
- Broad understanding of financial management (budget management and control);
- Valid code 8 driver's license.

COMPETENCY REQUIREMENTS:

Possess and demonstrate experience, knowledge and skill with regards to:

- Strategic Management
- Financial and Performance Management
- Risk and Change Management
- Project management

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- Legislation and Policy development and implementation
- Development of partnerships and management of stakeholder relations
- Effective leadership in Municipal Supply Chain Management
- Internal and External Audit
- Accountability

SUMMARY OF KEY PERFORMANCE AREAS

- Manage the Corporate Services Department reporting directly to the Municipal Manager.
- Manage the Directorate; provide leadership to the following units: Council Support, Records, Human Resources and Administration and other Auxiliary matters;
- Management of recruitment and selection processes, writing reports to the relevant Standing Committees and to Council;
- Ensure that minutes of Standing Committee meetings and Council Meetings are of good quality;
- Ensure compliance with Labour Relations Act and other labour related prescripts in local government;
- Facilitation of Policy development and implementation;
- Perform all other relevant duties as demanded by Municipal Finance Management Act and its reforms;
- Perform other relevant matters that are prescribed for implementation and management by the Local Government Systems Act and the Local Government Structures Act
- Advise stakeholders such as Unions, Municipal Manager, Employees and Councillors on management processes, planning and the role of Corporate Services in the municipality.
- Good knowledge and understanding of institutional governance systems and performance Management.

PROOF OF ACADEMIC QUALIFICATION

- All applications must be accompanied by certified copies of academic qualifications and curriculum vitae.
- Short-listed candidates will be required to produce their original academic qualifications at the interview.

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Intsika Yethu Municipality Council is committed to the provisions of the Employment Equity Act, Act No.55 of 1998 for the advancement of previously disadvantaged and disabled people. Intsika Yethu Municipality reserves the right not to appoint any applicant to the said vacancy after the advertisement thereof. Correspondence will only be entered with the short listed

candidates. If you have not heard from us within 03 months of the closing date, regard your application as unsuccessful. The Council nevertheless appreciates the interest shown by all applicants.

Interested persons with the necessary attributes must submit Intsika Yethu Municipality Form together with a comprehensive Curriculum Vitae and certified copies of qualification, identity document and valid driver's license, must be addressed to: **The Municipal Manager, Intsika Yethu Municipality, P/B X 1251, Cofimvaba, 5380 and should reach the aforementioned by not later than 16:30 on the 18th of August 2022.**

Failure to attach the required documents will disqualify your application. Canvassing of Councilors is not permitted and proof thereof will result in disqualification. No faxed or e-mailed applications will be considered.

For enquiries please contact Dr. B.J. Mthembu, the Municipal Manger at the following number (047) 874 8703

A handwritten signature in black ink, appearing to be 'B.J. Mthembu', is written over a dotted line.

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Dr. B.J. MTHEMBU
MUNICIPAL MANAGER