



GREATER TZANEEN MUNICIPALITY
A Tropical Paradise



Re- advertisement

Applications are herewith invited from suitably qualified persons for appointment in terms of the Municipal Systems Act, Act no 32 of 2000 and Local Government Regulations on the Appointment and Conditions of Employment of Senior Managers of 17 January 2014, Government Gazette Number 37245 on a **two year fixed term contract** coupled to an annual renewable performance agreement in the following vacancy:

DIRECTOR (CORPORATE SERVICES)

Remuneration: R867 460 – R1 020 541 – R1 173 622 *per annum (package will be paid as per determination of upper limits circular released by the Minister of Corporative Governance and Traditional Affairs dated 01 July 2015).*

Requirements: * A Bachelor Degree in Public Administration / Management Sciences / Law; or equivalent * Five years experience at middle management level * Have proven successful management experience in administration * Good knowledge and understanding of relevant policy and legislation* Good knowledge and understanding of institutional governance systems and performance management *Good knowledge of corporate support services, including * Human capital management *Legal services *Facilities management *Information communication technology *Council support *Good knowledge of supply chain management regulations and the 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 *A qualification relating to the National Treasury Competency Requirements for Senior Officials e.g. CPMD/MFMP/ELMDP will be an added advantage *Computer literate in Word, Excel and Windows 2007 programs is required *A Code EB driver's license is essential.

Key performance areas: The successful candidate will be responsible and accountable for the following: * Development, implementation and management of strategic goals, policies, procedures and plans for his/her Department and advice thereon * Providing administrative support and records management services; including secretarial/committee services *Co-ordinating legal advisory services * Compiling and updating delegated powers and policy matters related thereto *Updating statutes and Council by-laws * Overseeing all facets of Human Resources Management * Overseeing and leading the Public Participation and Special Projects processes in Council * Providing effective IT services for the Municipality * Guiding and overseeing the Communication and Marketing functions. (The Director (Corporate Services) is reporting directly to the Municipal Manager).

Closing date: 26 October 2015 at 12:00

Applications on the compulsory prescribed application form and indemnity form (www.greatertzaneen.gov.za) a comprehensive CV and copies of certified certificates, ID Copy and Drivers License should be addressed to: **Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850. (For attention: Manager: Human Resources)**

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councilor and /or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified. Candidates who applied should note that, as per regulation on appointment and conditions of employment of Senior Managers: Chapter 3 Section 10(3)(g), need to disclose their financial interest as (h) prescribes the need to undergo security vetting. Recommended candidates will undergo a competency assessment test; will have to sign an employment contract, a performance agreement and disclosure of financial interest. Applicants who are not invited for an interview should regard their applications as unsuccessful.

The Municipality reserves the right not to appoint.

Further information can be obtained by phoning Ms H Maake on tel. no. 015- 307 8384/8006.

The youth, women and people with disabilities are welcome to apply. Greater Tzaneen Municipality is an Employment Equity Employer.

SR MONAKEDI
MUNICIPAL MANAGER