



GREATER TZANEEN MUNICIPALITY
A Tropical Paradise



VACANCY

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: R736 450.00 – R866 410 – R996 380 *per annum (package will be paid as per determination of upper limits circular released by the Minister of Corporative Governance and Traditional Affairs dated 29 March 2014).*

Requirements: * A Bachelor Degree in Public Administration / Management Sciences / Law; or equivalent * Knowledge of Local Government environment will be an added advantage * Extensive senior management experience of at least 5 years in managerial position * 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: 30 June 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: acting 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. **Recommended candidates will go through competency assessment test.**

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.

P VAN DEN HEEVER
Acting MUNICIPAL MANAGER