



**Umuziwabantu Municipality**

Private Bag X1023

HARDING

4680

Tel: 039 433 3500 Fax: 039 433 1208

**VACANCY**

**ADVERT DATES: 04 September 2024 – 04 October 2024**

The Umuziwabantu Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, which is non – discriminatory, and based on merit. Suitably qualified persons (*especially females & People living with disabilities are encouraged to apply*) are hereby invited to apply for the following vacancy that will be filled in terms of the Local Government Municipal Systems Act, as amended and applicable Regulations on appointment of Senior Managers in Local Government, Employment Equity Plan and Employment Policy of the municipality.

<b>DIRECTOR : COMMUNITY SERVICES</b>	
<b>LENGTH OF EMPLOYMENT</b>	<b>PERMANENT EMPLOYMENT</b>
<b>ALL INCLUSIVE REMUNERATION PACKAGE (Category 02 Municipality).</b>	<b>Between R 913 969/ R 1,026 932/ R 1,123 501 p.a. in terms of Government Gazette No. 50737of 30 May 2024</b>
<b>ADVERTISEMENT PLATFORMS</b>	<b>National &amp; Provincial News Papers and Municipal Website.</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>•Matriculation or Equivalent Certificate</li> <li>•A minimum qualification of a recognized B Degree in Social Sciences/ Public Administration/ Law or equivalent</li> <li>• Certificate in MFMP/CPMD (SAQA Qualification ID No. 48965)</li> <li>•At least a minimum of 5 years' experience at middle management level</li> <li>•Must have proven successful management experience in administration</li> <li>•Registration with the South African Council of Social Services Professionals (SACSSP) or relevant professional body will be an added advantage</li> <li>• A valid Driving Licence (Code B) and own appropriate transport.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>•Good knowledge and understanding of relevant policies and legislations</li> <li>• Good knowledge and understanding of institutional governance systems and performance management</li> <li>• Good knowledge of Council operations, including, Cemetery Management, Public Safety, Parks and Recreation Management</li> <li>• Good governance.</li> <li>•Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).</li> <li>• Knowledge of coordination and oversight of all specialised support functions.</li> <li>• Good communication skills.</li> </ul>
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>•Applications must be submitted in the employment application form for Senior Managers (<b>Not Z83</b>) obtainable from our website: <a href="http://www.umuziwabantu.gov.za">www.umuziwabantu.gov.za</a>.</li> <li>•Shortlisted applicants will be required to bring with original certificates (academic qualifications) when attending interviews and will have their qualifications verified and undergo competency assessments in line with Regulation 16 of Gazette No. 37245, of 2014.</li> <li>•Successful Candidate will be:               <ol style="list-style-type: none"> <li>a) Employed permanently (and/or until termination or the retirement age (Age 65), whichever comes first) and in terms of section 56 &amp; 57 of the Local Government: Municipal Systems Act, No. 32 of 2000, as amended (2022).</li> <li>b) Required to sign an employment contract, a performance agreement and to disclose any financial interests.</li> </ol> </li> </ul>

	c) Subjected to background screening, security vetting, be subjected to competency assessment.
<b>KEY ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>•To strategically plan, direct, manage and develop policies, practices, and daily running of the municipality's affairs.</li> <li>•Ability to manage the municipality's Community Services Department generally.</li> <li>•Set the department's overall strategic direction.</li> <li>•To lead transformation issues for organizational change</li> <li>•Capacity and passion for budget implementation.</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<p>Manage a department with the following functions: Waste Management, Parks and Gardens, Verge Maintenance, Traffic Management, and Disaster Management. Overall financial management including systems and controls of the department. Provide advice to the Municipal Manager, Top Management and EXCO. Provide Strategic Leadership for Community Services Department. Provide direction in terms of what the department needs to do to support the overall strategy of the municipality. Ensure oversight on the development and implementation of operational policies. Ensure compliance with all pieces of legislation pertinent to local government. Optimise excellence within the department and at corporate level. Ensure that compliance and risk management systems implementation within the department is executed.</p>

**CLOSING DATE: 04 October 2024 at 15h00.**

**ENQUIRIES** : The Manager Human Resources (039 - 433 3500/10) and/or [mncaviyana@umuziwabantu.gov.za](mailto:mncaviyana@umuziwabantu.gov.za).

Applicants are hereby advised to apply by filling in the employment application form for Senior Managers obtainable from our website: [www.umuziwabantu.gov.za](http://www.umuziwabantu.gov.za) (not Z83 form) and **must** also send together with their Curriculum Vitae together with certified copies of your academic qualifications, Identity Document (ID) and Valid (Code B) Driving Licence to:

[recruitment@umuziwabantu.gov.za](mailto:recruitment@umuziwabantu.gov.za) (scanned PDF documents only (completed application form (annexure C), CV and certified copies).

OR

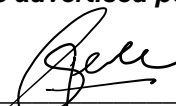
Submit your completed employment application form for Senior Managers, together with your CV and certified copies of your qualifications and ID document and valid (code B) driving licence by hand to:

**Umuziwabantu Local Municipality**  
**Corner of Turner and Murchison Street**  
**HARDING, 4680.**

**PLEASE NOTE: THAT NO FAXED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.**

- NB:**
- ✓ Failure to submit documents listed above will result in disqualification.
  - ✓ The Municipality will not reimburse candidates for any travelling or accommodation expenses incurred, and interviews will be conducted physically in the Municipal premises, Harding.

*Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control. The Municipality reserves the right not to make any appointment in respect of the advertised posts. Canvassing for this position will lead to disqualification of applications.*



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**MR TP CELE**  
**THE ACTING MUNICIPAL MANAGER**  
**Notice No.: 01 of 2024/2025**

***We urge all employees, members of Council, clients, members of the public and our suppliers to report any kind of fraud or corruption at Umuziwabantu Local Municipality`s Human Resources Unit.***