



Umuziwabantu Municipality

Private Bag X1023

HARDING

4680

Tel: 039 433 3500 Fax: 039 433 1208

VACANCY

ADVERT DATES: 31 OCTOBER 2024 – 29 NOVEMBER 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, as amended and applicable Regulations on appointment of Senior Managers in Local Government, Employment Equity Plan and Employment Policy of the municipality.

DIRECTOR: CORPORATE SERVICES (RE-ADVERTISEMENT)	
LENGTH OF EMPLOYMENT	PERMANENT EMPLOYMENT
ALL – INCLUSIVE REMUNERATION PACKAGE (Category 02 Municipality).	Between R 913 969/ R 1 026 932/ R 1 123 501 p.a. in terms of Government Gazette No. 50737 of 30 May 2024
REFERENCE NUMBER	CORPHOD001
ADVERTISEMENT PLATFORMS	National & Provincial News Papers and Municipal Website.
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> •Matriculation or Equivalent Certificate •An appropriate Bachelor Degree in Public Administration/Management Sciences/Law (<i>registered on the national qualifications framework at a NQF level 7 with a minimum of 360 credits</i>) or Equivalent Qualification •Certificate in MFMP/CPMD (SAQA Qualification ID No. 48965) •At least a minimum of 5 years at middle management level and in administration •Registration with a relevant professional body and project management certificate or diploma will be an added advantage• A valid Driving Licence (Code B) and own appropriate transport.
KNOWLEDGE	<ul style="list-style-type: none"> •Good knowledge of corporate support services, including Human capital management; Legal services (background is needed); Administrative Law; Information communication technology; and council support •Good knowledge and understanding of institutional governance systems, and performance management systems. •Good knowledge and understanding on relevant policies, applicable collective agreements, and legislation. • Labour Relations Act, and other labour – related prescripts. • Good governance. •Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). • Knowledge of coordination and oversight of all specialised support functions. • Good communication skills.
OTHER REQUIREMENTS	<ul style="list-style-type: none"> •Applications must be submitted in the employment application form for Senior Managers (Not Z 83) obtainable from our website: www.umuziwabantu.gov.za. •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.

	<ul style="list-style-type: none"> •Successful Candidate will be: a) Employed permanently (and/or until termination or the retirement age (Age 65), whichever comes first) and in terms of section 56 & 57 of the Local Government: Municipal Systems Act, No. 32 of 2000, as amended (2022). b) Required to sign an employment contract, a performance agreement and to disclose any financial interests. c) Subjected to background screening, security vetting, be subjected to competency assessment.
KEY ATTRIBUTES	<ul style="list-style-type: none"> •To strategically plan, direct, manage and develop policies, practices and daily running of the municipality's affairs. •Ability to manage the municipality's Corporate Services Department generally. •Set the department's overall strategic direction. •To lead transformation issues for organizational change •Capacity and passion for budget Implementation,
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Foster relationships between the Municipal Council and the Administrative arm of the municipality as well as all key stakeholders • Create an environment that defines the purpose and the role of local government as a means to involve people in shaping the future of our communities • Responsible for Municipal transformation and organizational development • Basic service delivery • Local economic development • Municipal financial viability • Good governance and public participation • Provide leadership and direction through effective administration, strategies to fulfil the objectives of local government as provided for in the Constitution of the Republic of South Africa and any legislative framework that governs local government. •Formulate corporate services master plans, project management and implementation. • Develop short- and long-term strategic plans for the department. • Manage the Human Resources Management, Information Communication Technology and Administrative and Council Support divisions. • Advice management and council on administrative matters. • Manage departmental resources in accordance with applicable legislation and regulations. • Coordinate and Manage legal services on behalf of the municipality • Establish, operate and maintain structures, processes and systems. • Provide strategic support and oversee the provision of support services in all units within the municipality and department. • Direct and control key deliverables and outcomes for the department.

CLOSING DATE: 29 November 2024 at 15h00.

ENQUIRIES : The Manager Human Resources (039 - 433 3500/10) and/or mncavivana@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 (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 (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. If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful. NOTE: This position is being re-advertised, applicants who previously applied are encouraged to reapply if still interested.



**MR. TP CELE
MUNICIPAL MANAGER
Notice No.: 02 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.