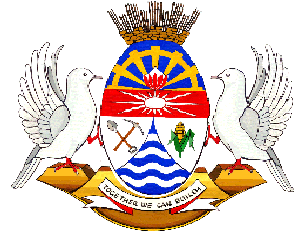


# ADVERTISEMENT LEJWELEPUTSWA DISTRICT MUNICIPALITY



The Lejweleputswa District Municipality situated in Welkom in the Free State Province hereby invites suitably qualified individuals to apply for the following Senior Manager post:

## Office of the Municipal Manager

### Executive Manager: Corporate Services

**Remuneration package: R 768 305 (minimum); R 878 063 (midpoint); R 987 820 (maximum) per annum all-inclusive (as determined by Notice No: 40118 of 2016 on upper limits for Senior Managers for a Category 3 Municipality) (5-year fixed-term performance-based contract) Centre: Welkom, Free State**

Reporting to the Municipal Manager, the Executive Manager: Corporate Services will be the custodian of Human Resources Management, Records and Admin, Safety and Loss Control, ICT, Legal Services and Labour Relations. The position operates at a strategic level to provide support to all the business functions within the Municipality, with the main priorities being: General Administration; Secretariat and Council Support; Policies and Procedures; Property Management; Capacity Building/Training; Human Resource; and Labour Relations.

**Requirements:** • A Bachelor's degree or BTech in Public Administration/Management Science/Law • Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No 29967, dated 15 June 2007 • Membership of a professional body will be an added advantage • 5 years' experience in a Senior Management position at Local Government level/public service • Extensive planning and management skills • Good interpersonal skills • Negotiation skills • Conceptual and analytical skills • Excellent communication and report-writing skills • Extensive knowledge and understanding of local government-related legislation • Knowledge and understanding of MS Word and PowerPoint • A valid driver's license.

### Added advantage:

Registration with a recognised relevant professional body will serve as a strong recommendation.

**Skills and competencies:** • 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 systems, including: Human Capital; Legal Services; Facilitation Management; Information Technology; and council support • Good governance, Labour Relations Act and other labour relations prescripts • Knowledge of Coordination and oversight of all specialized support functions.

**Key performance areas:** • Provide strategic direction to the Corporate Services Directorate • Develop organizational policies and procedures • Execute all resolutions of the Municipality, as well as be accountable for the general supervision, control and efficiency of the Directorate • Formulate, support and implement the strategic goals of the Municipality in order to give effect to the Integrated Development Plan (IDP) • Participate in strategic management of the Municipality by advising the Municipal Manager on issues pertaining to Corporate Support Services Directorate • Ensure that municipal Performance Management System is fully implemented in the Directorate • Ensure effective management of the Directorate and the following sections: Human Resources; Customer Care Services; Information Technology; Labour Relations; and Records and Admin.

**Please note:** Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all shortlisted candidates. It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA) and to attach proof thereof. The Municipality subscribes to and promotes the principles of employment equity and affirmative action. The Council reserves the right not to make an appointment if, in its view, no suitable could be found. Only candidates who meet the above-mentioned competencies will be shortlisted. Shortlisted/recommended candidates will be subjected to a competency based assessment over 2 days prior appointment. Successful candidates will be subjected to qualification verification, security vetting and criminal records checking. The successful candidate will be required to sign an employment contract on or before commencement of duty, a performance agreement contract and disclosure of financial interest within 60 days of appointment, and annually within 30 days of the beginning of the financial year. • The appointed candidate will be stationed in Welkom (Head Office); Council reserves the right to place and move candidates anywhere in the Municipality. Advertisement of these posts is subject to Local Government Regulation on the appointment conditions of employment of Senior Managers of 17 January 2014.

**The abovementioned appointment will be made in compliance with the provisions of Sections 56 & 57 of Local Government Municipal Systems Amendment Act 7 of 2011.**

Interested persons meeting the above-mentioned requirements are requested to complete Annexure C form as stipulated on the Local Government regulations: Municipal Systems Act (Act No 32 of 2000) as amended, which is accessible on the following website: [www.gpwonline.co.za](http://www.gpwonline.co.za) and at the municipal offices in Welkom and forward this, together with a comprehensive Curriculum Vitae (CV), recently certified copies of qualifications and driver's license to the Municipal Manager, Me. PME Kaota Lejweleputswa District Municipality, PO Box 2163, Welkom 9460, or hand deliver applications at the Municipal Building, corner Tempest & Jan Hofmeyer Roads, Jim Fouche Park Welkom 9460.

**No applications will be considered if it is not on the official application form.**

**Faxed, e-mailed and late applications will not be considered.**

**Enquiries:** Mr C Petersen, Tel. (057) 353 3094/5/6/7

**Closing date: 06 October 2017**

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**PME KAOTA  
MUNICIPAL MANAGER**

**DATE**\_\_\_\_\_