



# EMADLANGENI MUNICIPALITY

Emadlangeni Municipality as an equal opportunity, affirmative action employer with its legislative and executive seat in Utrecht invites suitably and qualified candidates to apply and fill the following vacant management positions:

Category 01 Municipality

## **DIRECTOR: CORPORATE SERVICES**

**SALARY: IN TERMS OF GOVERNMENT GAZETTE NO.43112**

**20 MARCH 2020**

**MINIMUM PACKAGE R815 063.00—MID POINT R905 626.00-**

**MAXIMUM R996 188,00.**

**PLUS PERFORMANCE BONUS**

### **Requirements:**

- Bachelor's Degree in Public Administration/ Management Sciences/Law
- Have a Municipal Finance Management Programme (MFMP) Certificate or be prepared to start studying towards the achievement of the MFMP Certificate within 18 months of appointment ( as per Government Gazette No 40593 of 03 February 2017)
- 5 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 and
  - Council support services
- Good knowledge of contract management
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, (Act 5 of 2000),
- Good governance knowledge
- Labour Relations Act, and other labour-related prescripts
- Legal background and human capital management
- Knowledge of coordination and oversight of all specialised support functions
- Computer literate
- A valid driver's licence

### **Added advantage:**

- Registration with the Institute of Local Government Management of South Africa, or similar recognised relevant professional body.

#### **Duties:**

- Reporting directly to the Municipal Manager, the successful incumbent will be responsible and accountable for the following:
  - Responsible for the Departmental SDBIP
  - Responsible for the Departmental Budget
  - Responsible for information communication technology
  - Responsible for the development of Council policies, by-laws, rules and orders
  - Responsible for the provision of legal and advisory services to Council
  - Analyse and interpret existing and new legislation and ensure that all suitable laws, ordinances, by-laws and regulations are kept up to date and correctly executed.
  - Compile and issue public notices in accordance with the legal requirement
  - Represent the Council as an employer in the Bargaining Council, Industrial Council and the Local Labour Forum and is responsible for coordinating the position, research and prepare employer's response to issues and demands and to obtain Council resolution where required
  - Provide advice and guidance to Council, the Municipal Manager and Heads of Departments with regard to human resources policies, strategies and processes as well as existing and new legislation on human resources management
  - Responsible for registry, archives and municipal records
  - Responsible for human resources
  - Responsible for council support and secretariat services including agendas and minutes
  - Provide reports and items to Council with regard the Corporate Services operations.
  - Co-ordinate the portfolio committee meetings of the Corporate Services.

**Detailed Curriculum Vitae's accompanied by the covering letter, application forms and certified copies of qualifications can be forwarded to the Acting Municipal Manager Emadlangeni Municipality 34 Voor Street Utrecht 2980 or P O Box 11 Utrecht 2980.**

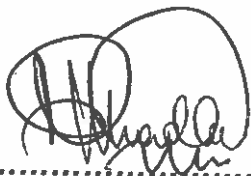
**Applications forms for employment can be downloaded from Emadlangeni Municipality's website at [www.emadlangeni.gov.za](http://www.emadlangeni.gov.za). For further information you may contact the Acting Municipal Manager, Mrs GN Mavundla at 034-331 3041.**

- Canvassing for appointment will automatically disqualify an applicant
- If no reply to your application has been received within 30 days of the closing date, you should consider your application as being unsuccessful
- The Department: Corporate Services will not take responsibility for information not mentioned in applications
- **NO** late applications will be accepted
- **NO** e-mails or faxes will be accepted
- The Department: Corporate Services will not be held responsible for lost applications unless proof of submission can be supplied

- All applicants may be required to undergo proficiency test
- **NO** applications shall be considered without certified copies of the original documents of qualifications
- Emadlangeni Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representation through the process of affirmative action
- Reference checks will be done
- Applicants must have no criminal record or pending criminal/ Departmental or civil cases
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification
- Foreign qualifications accredited by the South African Qualification Authority only will be considered
- **SHOULD** the candidate be successful in the interviews and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

**CLOSING DATE: 31 MARCH 2022**

**The successful candidate will have to enter into a 5 –year fixed performance contract; sign a declaration of interest form and be required to sign an annual performance agreement with the Municipality in accordance with Section 57 of the Local Government Municipal Systems Act,32 of 2000.**



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**MRS G.N MAVUNDLA**  
**ACTING MUNICIPAL MANAGER**