

Applications are invited from suitably qualified and experienced candidates to fill the following vacant position. **Women and people with disabilities** are also invited to apply. The successful candidate will have to enter into a **5 years fixed performance employment contract** 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.

STRATEGIC MANAGER: CORPORATE SERVICES

All inclusive negotiable remuneration package: min R 700 116.00 – max R855 698.00 pa

REQUIREMENTS

- A Bachelor's degree in Public Administration/ Law/ Public Management/ Human Resource
- Minimum 5 years senior management experience in Local Government
- Must meet the competency levels for senior managers as published per Government Gazette No 29967 dated 15 June 2007
- Valid Driver's license
- Post graduate will be an added advantage

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:

- Demonstrate advanced knowledge of relevant municipal legislations
- Proven skills in respect of planning and organising, problem solving, presentation, conflict resolution, communication and people management.

RESPONSIBILITIES

- The successful applicant will be reporting directly to the Municipal Manager
- Provide strategic support to the Municipal Manager and Senior Management Team
- Responsible for developing organisational policies and procedures
- Develop and manage the Directorate's budget such that expenditure is in line with Council, MFMA and Supply Chain's requirements
- Prepare and submit reports to the Municipal Manager and relevant structures
- Ability to promote strategic planning and innovative leadership
- Ability to negotiate at all levels
- Provide strategic support and oversee the provision of support services
- Provide strategic leadership in HR strategy implementation and Labour matters as well as management of Corporate services budget
- Knowledge of corporate support services including: human resources administration, organizing and development, legal services, employee assistance programme, training and development, information and communication technology, labour relations and auxiliary services
- Appropriate implementation of council resolutions
- Promote customer satisfaction

The successful candidate will have to enter into 5 years fixed employment contract and annual performance agreement in accordance with the provisions of the Local Government Municipal Systems Act, 32 of 2000

Application form (available in the Municipal website) together with a comprehensive CV and certified copies of Id, Drivers licence and qualifications must be sent to the: **Municipal Manager, Mkhambathini Municipality, Private Bag X04, Camperdown, 3720 or hand deliver at : No 18 Old Main Road, Camperdown, 3720.**

NOTE: Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Emailed, Faxed or late applications will not be accepted.

The Municipality is an equal opportunity, affirmative action employer and is committed to empowering disabled people. ♿

Closing date **14 October 2016**. Kindly note that should you not be contacted within a period of 30 days after the closing date, consider your application as unsuccessful.

Enquiries regarding the post can be directed to Mrs P.A Mncwabe, Human Resources Officer at 031 785 9300.

Ms T.C Ndlela
MUNICIPAL MANAGER