

## NAMA KHOI MUNICIPALITY



### COMMUNITY DEVELOPMENT SERVICES (5 - YEAR PERFORMANCE-BASED CONTRACT) NOTICE NUMBER: 17/2018

Name Khoi Municipality hereby invites applications from committed, self-driven, motivated, service delivery-orientated and high performance professionals to fill the following position to be stationed at Springbok.

**DEPARTMENT: COMMUNITY SERVICES**

**Position:** Head of Department: Community Development Services (5 year fixed term performance contract)  
As per Government Gazette No 41173 dated 10 October 2017.

- **REQUIREMENTS :** •Bachelor Degree in Social Sciences / Public Administration/ Law, •Certificate in Municipal Finance Management or Certificate Programme in Municipal Development (CPMD) in line with Minimum Regulations on Competency Level of 2007. Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette 29967 of 15 June 2007, i.e. South African Qualifications Authority Qualification ID No. 48965 for Accounting Officers of municipalities, e.g. CPMD, MFMP, etc. If a newly appointed person is not in possession of this Competency, he/ she must complete it within eighteen (18) months from the date of employment, in accordance with Government Notice Number 91 of 3 February 2017, as promulgated in Government Gazette No. 40593. •At least five (5) years relevant experience at middle management level; • Have proven successful institutional transformation with public or private sector; • Registration with the South African Council for Social Service Professionals (SACSSP); or similar recognized relevant professional body will serve as an added advantage; •The need for signing of an employment contract, a performance agreement and disclosure of financial interest; • Be prepared to undergo Security Vetting; • Be prepared to undergo Competency Assessment test; • To have NO criminal record, • Valid driver's license.

**KNOWLEDGE:** • Good knowledge and understanding of relevant policies and legislation; • Good understanding of institutional governance systems and performance management; • Understanding of Council operations and delegation of such powers and functions such as • public safety; • parks and recreation management • cemetery management; • health service management • library services; • To have extensive knowledge of the public office environment; • Budget and finance management; • To be innovative and strategic leader; • Good facilitation and communication skills in at least two of the three official languages; • Must be able to formulate engineering master planning, project management and implementation.

**KEY PERFORMANCE AREAS:** • Planning and prioritizing the community services department in accordance with the relevant Municipal Legislation,

- Management of effective provision of refuse removal and maintenance of municipal parks services, as determined by applicable legislation
- Take overall responsibility in leading and directing Traffic and Disaster management, recreational facilities, grave yards and Library services for the municipality;
- Ensuring that key strategic objectives are achieved and those effectives' services are rendered;
- Overall management of subordinates for maintenance and cleaning of open areas and streets;
- Provide strategic leadership in the department;
- Lead, direct and manage staff within the department so that they are able to meet their objectives.

**REMUNERATION:** This advertisement is is subject to implementing the Government Gazette No. 41173 Local Government: Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers  
Total annual remuneration package of R 769 844 to R 960 143 (Category 2 Municipality).

- Applications who hold the position of chairperson, deputy chairperson, secretary, deputy secretary or treasurer of any political party nationally or in any province, region or other area in which the party operates; or any position in a political party equivalent to a position mentioned above, irrespective of the title designated to that position, shall not be considered for appointment as HOD: Corporate Services.
- The successful candidate will be required to enter into an employment contract, a performance agreement, to disclose financial interest and will be subjected to security vetting.

**APPLICATION INSTRUCTIONS:** You are invited to submit an application for the vacant post on an official application form as provided in Regulation 11 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers Gazette No. 37245, comprehensive Curriculum Vitae with certified copies of Qualifications and other relevant documentation to:  
**Ms S A Titus, The Municipal Manager, NAMA KHOI MUNICIPALITY, P.O. Box 17, SPRINGBOK, 8240**

**CLOSING DATE:** 04 April 2018 before 12h00  
*(Emailed, faxed, uncertified documentation and/or late applications will not be considered)*

**ENQUIRIES:** Should you have any enquiries contact the **HUMAN RESOURCES DIVISION** on **027 – 718 8131/132**

*Correspondance will be limited to short listed candidates. If you have not been contacted within three months of the closing date of this advertisement please accept that your application was unsuccessful. The municipality reserves the right not to make an appointment. The municipality will do a reference check on all candidates.*

**THE NAMA KHOI MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION AND IN THIS VAIN, SUITABLY QUALIFIED WOMEN AND PEOPLE WITH DISABILITIES ARE PARTICULARLY ENCOURAGED TO APPLY**