

NAMA KHOI MUNICIPALITY



HEAD OF DEPARTMENT: CORPORATE SERVICES (SECTION 56) PERMANENT POSITION NOTICE NUMBER: 05/2019

REQUIREMENTS: A Bachelor's degree in Public Administration / Management Sciences / Law; or equivalent and a minimum of 5 years' experience at middle management level and have proven successful management experience in administration (preferably in the local government environment). Compliance with all the requirements as contained in Government Gazette No.29967 of 15 June 2007, as amended by Government Gazette No. 41996 of 26 October 2018. If a newly appointed person is not in possession of these Competencies, 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.

The successful candidate must demonstrate excellent knowledge of the regulatory framework for Local Government and must also be a visionary leader, excellent communicator at all levels, a good negotiator, team player and strategist with the ability to identify and develop opportunities to the benefit for the Municipality and the Nama Khoi community. He/she must possess innovative and creative abilities, and be dynamic to improve the functioning of the municipality through strategic leadership and intergovernmental relations promotion.

The successful candidate must also possess a wealth of relevant hands-on experience that includes; strategic management, strategic financial management, governance ethics and values, financial and performance reporting, risk and change management, sound stakeholder relations, supply chain management, audit and assurance, presentation and report-writing skills, a driver license (Code B/8) and prepared to travel, as well as computer proficiency.

KEY PERFORMANCE AREAS: As Head of Department: Corporate Services the successful candidate will be responsible and accountable for the following:

- Develop long-, medium- and short-term plans for the Corporate Services Unit in support of the strategic objectives of the organization. Strategically direct and manage activities related to Human Resources, Council Support, Administration, Records Management, Land-use & Property Management and ICT Services. Develop, manage and monitor the implementation of approved Corporate Services policies, procedures and plans. Develop and effectively manage the Corporate Services Department Budget.

Manage the recruitment, performance management, development, corrective measures and retention of high-performing Corporate Services Department employees. Develop and manage an HR strategy across all functional HR areas (recruitment, administration, health and safety, employment equity, performance management, discipline, training and development) for the municipality that will ensure legal compliance and an environment that will attract, nurture, develop and retain high performing employees. Ensuring that the property portfolio of the Municipality is properly administered, maintained and all related matters are being dealt with. To lead and provide guidance in institutional governance systems, performance management and relevant policies and legislations.

REMUNERATION: This advertisement is subject to implementing the Government Gazette No. 42023 of 8 November 2018 :Local Government Municipal Systems Act, 2000 (Act No.32 of 2000) Local Government: Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers
Total annual remuneration package of R 811, 416 to R 911,704 to R 1, 011,991 (Category 2 Municipality).
A Remote Allowance of not exceeding 10 % of the total annual remuneration package of the Senior Manager may also be paid.

- 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 (not necessary in terms of the Act) and will be subjected to security vetting.
 - Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.

APPLICATION INSTRUCTIONS: You are invited to submit an application for the vacant post on an official application form as provided in Annexure C of Government Gazette No.37245 of 17 January 2014: Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers (failure to use this form will result in the candidate being disqualified), a 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: 08 February 2019 before 12:00
(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