

## NAMA KHOI MUNICIPALITY



ADVERTISEMENT: NOTICE NUMBER: 17/2020

Nama-Khoi Municipality, with its Headquarters in Springbok, invites suitably qualified candidates to apply for the following vacant positions. The Municipality is an equal opportunity, affirmative action employer, subscribes to the principles of employment equity, and actively promotes representation in terms of race, gender and disability.

### DIRECTORATE FINANCIAL SERVICES

**POSITION: CORPORATE SUPPORT SERVICES**

**LEVEL: MANAGER DIRECTLY REPORTING TO THE MUNICIPAL MANAGER**

**CENTRE: SPRINGBOK, NORTHERN CAPE**

#### **A. Annual Total Remuneration Package**

- Minimum Total Remuneration Package – R811, 416.00 – Midpoint Remuneration Package R911, 704.00 - Maximum Remuneration Package -R1,011,991.00 (Category 2 Municipality)
- A Remoteness Allowance not exceeding 10% of the Total Remuneration Package of the Senior Manager may also be paid.

#### **B. Terms of Appointment: Permanent**

#### **C. Essential and Non- Negotiable Requirements:**

Knowledge of the specified fields, knowledge of interpretation and implementation of policies and procedures, knowledge of performance management and reporting, knowledge of developmental local government in the South African context, competency in policy conceptualization, analysis and implementation.

- Bachelor Degree in Public Administration/Management Sciences/law; or equivalent experience.
- Five (5) years' experience at middle management level, and must have proven successful management experience in administration.
- Compliance with the MFMA. Minimum competency levels in unit standards as per Government Notice R493 of Gazette No. 29967 of 15 June 2007.
- A person who does not meet minimum competency level in unit standards will be given an opportunity to attain the minimum competency level within eighteen (18) months from the date of appointment in accordance with Government Notice No. 91 of 03 February 2017, as promulgated in Government Gazette No. 40593;

#### D. KEY PERFORMANCE AREAS (KPA's)

- Manage a department with the following functions: human resources, Information Communication Technology, registry and auxiliary services, administrative services, facilities management, council support and overall financial management, including systems and controls of the department, provide strategic leadership for corporate service department, provide direction in terms of what the department needs to support overall strategy of the Municipality.
- Lead and manage staff with the department to enable them to meet their objectives;
- Render consulting services to administrative management as well as the political structures;
- Lead and manage the legal section so that the Council is proactively protected and the by-laws and other legal documents are suitably drafted;
- Lead and manage the Secretariat Services so that the Council is provided with an effective committee services, its resolutions are executed and the general council administration operates efficiently;
- Manage and Co-ordinate the flow of information and correspondence from internal and external sources;
- Oversee the implementation of the Labour Relations Acts, Basic Conditions of Employment Equity and Skills Development Acts, as well as plans developed for the legislation;
- Develop a performance management system for the Municipality;
- Manage the Human Resource and the Labour relations in the Municipality.

#### **NB: Please Note:**

- No faxed or e-mailed applications will be considered;
- Candidates are required to complete the prescribed "Annexure C" application form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 Government Gazette 37245 dated 17 January 2014 which is obtainable from the internet at [www.gpwonline.co.za](http://www.gpwonline.co.za), or on the Municipal Website???(failure to do so will result in the candidate being disqualified);
- Short-listed candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check and competency assessment and should also disclose financial interest;
- Nama-Khoi Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within ninety (90) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he/she after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed/sent to:

- Applications that hold any political office positions namely Chairperson, Deputy Chairperson, Secretary, Deputy Secretary or Treasurer Nationally, Provincially, Regionally or other areas 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 C.F.O.

The Municipal Manager  
Attention: Ms. S.A Titus  
Nama-Khoi Municipality  
P.O. Box 17  
SPRINGBOK  
8240

Or can be hand delivered at:

Nama-Khoi Municipality  
Include residential address

Enquiries may be directed to Municipal Manager, Ms. S.A. Titus at (027) 718 8131/8104 during office hours between 08:00 – 16:00.

**CLOSING DATE:** 06 April 2020 at 12:00