



# UMZUMBE MUNICIPALITY

## UMASIPALA WASEMZUMBE

DIRECTORATE: CORPORATE SERVICES DEPARTMENT  
MANAGER: ADMINISTRATION

Post Level 3: R267717.95 pa plus R110000 Car Allowance, Cellphone allowance, Pension fund,  
13<sup>th</sup> cheque and Medical Aid optional

The successful candidate will be reporting directly to the Director Corporate Services

### Key Requirements:

- Matric, Bachelor's Degree/ Diploma in Public Administration, Public Management or equivalent qualification from a recognized tertiary institution.
- A valid driver's license.
- 3 years experience in Administration preferable in Local Government environment.
- Ability to communicate in both isiZulu and English at spheres of government.
- Must be computer literate.

### Key Attributes

- In depth understanding of Local Government policies, principles and procedures.
- Good project management.
- Ability to work under pressure.
- Strong analytical and sound report writing skills.
- A team player.
- Stakeholder relations management.
- Leadership qualities.
- Excellent interpersonal and communication skills.

### Key performance areas

The incumbent will be responsible for:

- The formation and development of economic, effective and accountable administration including but not limited to the following functions:
  - Registry and filing system.
  - Provision of support services to Council and its committees.
  - Provision of secretariat services to Council and its committees.
- Assist the Director Corporate Services to draft operational plans for the Municipality.
- Co-ordinate the budget for the department.
- Ensure that effective, efficient and accurate administration systems are in place.
- Human resource planning, provisioning and administration.
- Ensure proper asset and inventory control.
- Ensure oversight role in the management of Municipal fleet.

DIRECTORATE: CORPORATE SERVICES  
MANAGER: LEGAL SERVICES-POST LEVEL 2

Remuneration R468830.83 pa, Pension fund, medical aid optional,  
R110000 Car allowances pa plus 13<sup>th</sup> Cheque and cell phone allowance.

The successful incumbent will be reporting directly to the Director Corporate Services:

### Key responsibilities

- Ensure that all policies developed by the Municipality comply with the South African Legislative Framework.
- Conduct research on areas where the municipality has to develop, review or amend policies.
- Monitor compliance with the standing rules of order.
- Conduct legal awareness workshops for managers and supervisors on relevant legislation.
- Coordinate all litigation matters as instructed by the Municipal Manager.
- Provide legal advice to the Municipal Management Committee and the Council sub-committees.
- Communicate with internal and external stakeholders around legal matters which affect the Municipality.
- Ensure oversight on the development and implementation of operational policies.
- Ensure compliance with all pieces of legislation pertinent to local government.
- Support the negotiation, drafting and vetting of project agreements with relevant organizations.
- Represent the Municipality in Labour Relations matters at SALGBC
- Represent Municipality through prosecuting in Disciplinary Hearings.

### Requirements:

- A valid Grade 12 certificate.
- An LLB degree or equivalent legal qualification.
- A minimum of four (4) years' experience within a law-related environment. Experience within the Local government sphere will be an added advantage.
- Sound knowledge of local government-related legislation, regulations and policies.
- Excellent communication, research and writing skills.
- Cutting edge computer literacy skills.
- Proficiency in English and isiZulu is mandatory.
- A valid code B driver's licence.
- Sound knowledge of Labour Relations.
- Certificate in Labour Relations will be an added advantage.

### Candidates should display the following key attributes:

- High levels of integrity, as well as good interpersonal skills.
- Above average levels of commitment.
- The understanding of local government culture as well as government policy.
- Knowledge of corporate governance principles.
- Assertive and persuasive, with an ethical approach to management.

Application letter with a comprehensive CV, certified copies of Identity Book, driver's license and qualifications should be forwarded to: The Attention Human Resources Manager Umzumbe Municipality PO Box 561 Hibberdene 4220 or can be hand delivered to Mathulini MPCC, Sipofu Road Umthwalume 4186. All enquiries to be channeled to the Human Resources Manager (039 9720005) Short-listed candidates will be required to produce their original documents and/or the verification/confirmation of documents. This should be established via the relevant verification authority and the responsibility will rest with the applicants themselves. Correspondence will only be sent to successful Candidates only. Applicants not contacted after 3 months must consider their application unsuccessful

Applicants must note that further screening will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on the screenings, which include security vetting, reference checks, contacting current or previous employer, validity of the qualifications and verification for any dismissal previously for a misconduct or poor performance.

### STANDARD MUNICIPAL FRINGE BENEFITS ARE APPLICABLE:

Umzumbe Municipality is an equal opportunity employer and appointment will be made in terms of the Council's Employment Equity Plan, The appointment is made according to the Council's condition of service. Canvassing for these positions will lead to disqualification of applications. The Municipality reserves the rights not make an appointment

Disabled persons are encouraged to apply



**CLOSING DATE: 07 MARCH 2017**

NC Mgijima  
Municipal Manager