



UMZUMBE

Local Municipality

POST FOR THE DIRECTOR SOCIAL AND COMMUNITY SERVICES

Umzumbe Local Municipality would like to appoint the Director Social and Community Services as a senior manager in the Social and Community Services Department on a five (5) year fixed contract, to be placed at Umzumbe Municipal Offices, Mathulini MPCC Siphofu Road Umthwalume.

Total cost-to-employer remuneration package negotiable within the regulations on the determination of the Upper Limits for Managers directly accountable to the Municipal Manager (excluding performance-based bonus): R700, 116 (MINIMUM), R777, 908 (MIDPOINT) – R855, 698 (MAXIMUM).

THE DIRECTOR SOCIAL AND COMMUNITY SERVICES

COMPETENCY REQUIREMENTS: A Bachelor's Degree in the field of Social Sciences/Public Administration/ Law, or equivalent is the minimum pre-requisite. A minimum of 5 years' experience in Senior and Middle management position and a proven successful institutional transformation within public and private sector is needed. The person must have a good understanding or knowledge of Local Government legislations, policies, regulations that governs the day to day operations of this sphere of government. Understanding of council operations and delegation of powers, as well as Health Services management, cemetery management, public safety and parks and recreation management is important. Strategic, Financial and Budget management capabilities are of great importance. Good communication, report writing and negotiation skills are also needed. Thorough knowledge of Local Government structures, including ubuKhosi and Traditional Leaders protocols and Ward Committees. Fluency in both isiZulu and English. Good interpersonal skills and ability to liaise with all levels of the community, unendorsed driver's license and computer literacy is a necessity. Added advantage will be the registration with the South African Council for Social Services Professionals, or similar recognized relevant professional body. The incumbent will need to sign an employment contract, a performance agreement and a disclosure of financials. The applicant will be required to possess modules for Senior Managers in Municipal Finance Management (SAQA) qualification ID No 48965), as is provided for Regulation 493, dated 15 June 2007, as amended. Where an applicant does not have the minimum competencies as required by MFMA, the applicant must obtain the required modules within 18 months of appointment as per the government gazette no 40593 dated 3 February 2017. **CORE FUNCTIONS:** Fulfilling all requirements as administrative head of the Social and Community Services department. Ensuring that council's policies are implemented and achievement of specific performance targets as relate to Social and Community Development is enhanced. Facilitate for the development, approval and implementation of Social and Community Services plans and sector plans. Giving input to Municipal, District, Provincial and National planning processes. Facilitating for the promotion of the social and community needs within municipality. Identifying and conceptualizing new social development opportunities. Ensuring effective management of Municipal resources and effective implementation of the Municipal supply Chain Management and bid committee systems. Ensuring sound stakeholder relationship management for sustainable social

and community developmental needs. Implement Social Development Programs in a sustainable manner. Facilitate for the development and implementation of municipal by-laws. Ensuring compliance with and the implementation of municipal strategic directives as reflected in its IDP. Provide lawful advice to the Accounting Officer and the Council. Ensures compliance with all the applicable legislation, regulations, policies and procedures. Human Resource Management within the department of Social and Community Development is upheld at all times.

DIRECTOR: TECHNICAL SERVICES

Umzumbe Local Municipality would like to appoint Director Technical Services as a Senior Manager in the Technical Services Department on a five (5) year fixed contract, to be placed at Umzumbe Municipal Offices, Mathulini MPCC Siphofu Road Umthwalume.

Total cost-to-employer remuneration package negotiable within the regulations on the determination of the Upper Limits for Managers directly accountable to the Municipal Manager (excluding performance-based bonus). R700, 116 (MINIMUM), R777, 908 (MIDPOINT) – R855, 698 (MAXIMUM).

COMPETENCY REQUIREMENTS: A Bachelor of Science Degree in Engineering or BTEch: Engineering or equivalent qualification, A minimum of five years' experience at middle management level; or as a program/project manager, and 3-4 years must be an experience at professional/management level in engineering. Good knowledge and understanding of relevant policies and local government legislation. Good Knowledge and understanding of institutional governance systems and performance management. The incumbent must have an extensive knowledge of the public office environment and must be able to formulate engineering master planning, project management and implementation. Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, 200 (Act No 5 of 200). An added advantage will be a certificate of competency as required in terms of the general machinery regulations, 1988 or registration with a recognised relevant engineering professional body. Excellent communication skills in at least two of the three official languages of Kwa-Zulu Natal, South African citizenship and a valid Code B driver's license. The applicant will be required to possess modules for Senior Managers in Municipal Finance Management (SAQA) qualification ID No 48965), as is provided for Regulation 493, dated 15 June 2007, as amended. Where an applicant does not have the minimum competencies as required by MFMA, the applicant must obtain the required modules within 18 months of appointment as per the government gazette no 40593 dated 3 February 2017. **KEY PERFORMANCE RESPONSIBILITIES:** Assist the Municipal Manager with the overall governance of the department. Administer PMU, Human Settlement, Waste Management Services, EPWP, Electricity and Roads maintenance services of the municipality through personnel planning, training, development of policies and procedures. Develop and manage the Directorate's Service Delivery and Budget Implementation Plan in line with relevant legislative prescripts. Prepare and submit the reports to the Municipal Manager and relevant political council structures. Provide support and advice to other directorates within the municipality and sector departments and parastatals in relation to all technical services matters, provide strategic leadership in the department and relevant council structures.

CLOSING DATE: Friday 26th May 2017 at 16H00

Applications can be hand delivered at the office of the Municipal Manager, P73 Siphofu Road, Mathulini MPCC, Umtwalume 4186 or posted to the Municipal Manager, P.O. Box 561, Hibberdene 4220.

Enquiries should be directed to the office of the Municipal Manager at 039 9720005 or 076 2800685 during office hours (08h00 – 16h30). The municipality reserves the right not to make an appointment.

Note: An application form accompanying a comprehensive CV must be filled as no application will be considered without the application form. The application form can be downloaded from www.umzumbe.gov.za or ask to be faxed a copy of the form. No late, faxed or emailed CV's will be accepted or taken into consideration during the selection process. Umzumbe Municipality Council is committed to the provisions of the Employment Equity Act. Please indicate a disability if any. Canvassing of Councillors or employees in respect of the position will lead to immediate disqualification of the applicant. Only candidates shortlisted for interviews will be corresponded with. The recommended candidates for appointment will undergo a competency assessment. If you are not contacted within three months of the closing date, please consider your 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 reference checks, contacting current or previous employer, validity of the qualifications and verify for any dismissal previously for a misconduct or poor performance.