



UMZUMBE MUNICIPALITY



DIRECTOR: CORPORATE SERVICES

Umzumbe Local Municipality would like to appoint Director Corporate Services as a Senior Manager in the Corporate 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: An appropriate Bachelor Degree in Public Administration/Management Science/Law or equivalent qualification, A minimum of five years' experience at middle management level; and have proven successful management experience in administration. Good knowledge and understanding of relevant policies and local government legislation. Knowledge of Corporate Support Services, including Human Capital Management, Legal Services, Facilities Management, Information Communication Technology and Council Support. Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, 200 (Act No 5 of 200). Good Governance, Labour Relations Act, and other Labour Related prescripts, Legal Background and Human Capital Management, Knowledge of Co-ordination and Oversight of all specialized support functions. Competencies as set out in the Local Government Regulations on Appointment and Conditions of Employment of Senior Managers, GNR 21, GG 37245 dated 17 January 2014. 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 municipality. Administer Human Resources Management (Personnel planning, provisioning, training, 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 structures. Provide support and advice to other directorates in relation to all Human Resource matters, provide strategic leadership in corporate support services including: Human Resource Management, Organisational Development, Legal Services, Council Support services, Employee Assistance program, Training and Development, Labour relations, Administration and Archives.

PLEASE NOTE: 1. Appointment will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups including the people with disabilities. 2. It would be expected of candidates to be subjected to thorough evaluations. Previous and current employers and references will be contacted. Verification will be done on qualifications, criminal and credit records. The candidates will be required to disclose all financial interests. Original qualification certificates must be produced at any resultant interviews 3. All applications must be submitted with detailed CV, certified copies of qualifications and names of three references with e-mails and contact details to The Municipal Manager, P.O. Box 561 Hibberdene, 4220 or Hand Delivered to Mathulini Traditional Authority/MPCC Siphofu Road, Umthwalume. No Electronic, late or faxed applications will be accepted 5. Canvassing of Councillors for purpose of being appointed is not permitted. Appointment are subject to the signing of Employment Contract and Performance Agreements in terms of Section 57 of the Municipal Systems Act. These appointments will be done in accordance with the Regulations that governs appointment of senior managers in local government. 6. 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.

CLOSING DATE : 16 MAY 2017 AT 16H00

Shortlisted applicants will be informed of the outcome of the selection process on completion thereof. The Council reserves the right not to make any appointments. Enquiries should be directed to the office of the Municipal Manager at 039 9720005 or 076 280 0685 during office hours (08h00 – 16h30 Monday-Thursday and 7h30-16h00 Friday).

**NC MGJ/JMA
MUNICIPAL MANAGER**

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