



MOLEMOLE LOCAL MUNICIPALITY INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES TO FILL VACANT POSITIONS WITHIN ITS ESTABLISHMENT. MOLEMOLE LOCAL MUNICIPALITY IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER. PERSONS DESIGNATED IN TERMS OF APPLICABLE LEGISLATIONS AS HISTORICALLY DISADVANTAGED SOUTH AFRICANS AS WELL AS PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY:

Position: **Senior Manager**
Corporate Services

Department: Corporate Services
Employment Term: 5 Year Performance Based Contract (To be appointed in terms of Sections 56 and 57 of Municipal Systems Act 32 of 2000 and the Local Government Laws Amendment Act 19 of 2008)

Remuneration: Negotiable

Key Requirements: A B Degree in Law or Public Administration or Administration or equivalent qualification at NQF level 6. A postgraduate qualification will be an added advantage. At least 5 years senior managerial experience preferably within a Local Government Environment. A valid Code 08/B driver's license. Extensive Knowledge of Local Government legislation, policy, regulations, collective agreements, standards and procedures including provisions of the Municipal Finance Management Act, Municipal Systems Act & Municipal Structures Act. Legibility in terms of the competence framework for senior / section 57 managers as promulgated by the minister of corporative governance and traditional affairs. Advanced computer skills.

Competencies: Strategic capacity and leadership. Advanced Planning and Conflict Management Skills. Financial management capabilities especially budget management

and municipal finance management. Policy formulation, monitoring and evaluation. Analytical ability. Networking, interpersonal, negotiation, facilitation and conflict management. Good Communication skills.

Key Performance Areas Includes:

Report directly to the Municipal Manager on key departmental activities. Overall management of the Corporate Service Department. Implement the Integrated Development Plan (IDP) as well as strategic goals of the Corporate Service Department. Provide support and advice to the Municipal Manager and Council. Implement departmental Service Delivery Budget Implementation Plan (SDBIP). Develop and implement key strategic / business and operational plans for Security Management, Human Resources Management, Information Technology, Council Support, Legal Services and Administrative Support. Prepare and implement departmental budget. Perform duties and functions delegated to the Senior Manager Corporate Services by relevant legislation, council and / or by the Accounting Officer/Municipal Manager. Manage Departmental budget, human resources & other resources in accordance with local government legislation and treasury regulations. Manage efficient provision of municipal services. Establish, operate and maintain support structures, processes and systems. Direct and control key deliverables and outcomes for the department. Liaise with internal and external stakeholders. Facilitate stakeholder participation and involvement. Ensure legislative, regulatory, policy, practices and operating standards compliance.

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

Forward your applications to: The Municipal Manager; Molemole Local Municipality; Private Bag X 44; Dendron; 0715 or deliver to 303 Church Street; Dendron or Molemole Local Municipality Morebeng Branch Office; 25 Cnr. Roets & Vivierers Street; Soekmekaar.

Applications must be accompanied by a covering application letter, a comprehensive CV and certified copies of: identity document, driver's license (where applicable) and qualifications. *Applications without the above will not be considered. Molemole Local Municipality reserves the right to / not to make appointments. If no response is received from Molemole Municipality 90 days after the closing date, it must be regarded that your application was unsuccessful. Correspondence regarding the advertised positions will be limited to successful candidates only. **NB:** I. Candidates will be subjected to personnel suitability checks including qualifications,

- employment, credit, criminal records, company ownership / directorship and reference checks.
2. Fax and E-Mail applications will not be accepted.
3. Applications received after the closing date and time will not be considered.
4. Fraudulent qualifications or documentation will immediately disqualify an applicant.
5. Direct or indirect canvassing for preferential treatment will lead to immediate disqualification of the relevant applicant.

Successful candidates for senior management positions will be expected to enter into an annual performance agreement/contract with the municipal manager for each financial year for the duration of the employment relationship. Enquiries on the above should be directed to Mr. PS Peta or Ms. K.J Magongwa at 015 501 0243.

CLOSING DATE: Tuesday 21 February 2012 at 16h00.