



FETAKGOMO TUBATSE MUNICIPALITY (LIM476) , SITUATED IN LIMPOPO PROVINCE WITHIN THE SEKHUKHUNE DISTRICT, INVITES APPLICATIONS FROM POTENTIAL CANDIDATES FOR THE FOLLOWING VACANCIES THAT EXIST AT ITS HEAD OFFICES IN BURGERSFORT

EXTERNAL ADVERTISEMENT FOR SENIOR MANAGEMENT POSITIONS

NATURE OF EMPLOYMENT : PERMANENT

An incumbent shall be expected to sign an employment contract, performance agreement and disclosure of Financial interest form and will also undergo security vetting and competency assessment test

REMUNERATION FOR ALL POSITIONS:

Determined in line with Govt Gazette no. 48789 on upper limits of Total Remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers

CORE AND LEADING COMPETENCIES FOR ALL POSITIONS:

As prescribed in Annexure A on Local Government : Competency Framework for Senior Managers of the Local Government : Regulations on Appointment and Conditions of Employment of Senior Managers, Government Gazette 37245, Government Notice no 21 of 17 January 2014

Position no. 1

Reference no. : SEN/CSS/03/01
Department : Corporate and Shared Services
Position : Director of Corporate and Shared Services
Remuneration : R1,016,855.00 – R1,158,646.00 – R1,315,065.00

MINIMUM REQUIREMENTS AND KNOWLEDGE :

- A Bachelor of Public Administration/Management Sciences/Law or equivalent
- Certificate in Municipal Finance Management (SAQA ID : 48965) will be an added advantage
- A minimum of 5 years experience at Middle Management Level;
- Have proven successful management experience in administration;
- Good knowledge and understanding of relevant policy and legislation
- Good knowledge of corporate services, including Human Capital Management, Legal services, Facilities and Fleet management, Information communication Technology and Council Support,
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act 2000(Act no.5 Of 2000);
- Good governance skills
- Knowledge of Labour related prescripts;
- Knowledge of coordination and oversight of all specialised support functions
- A valid SA motor vehicle licence

CORE FUNCTIONS:

The incumbent shall be reporting to the Municipal Manager and responsible for:

- Strategic planning of the Department

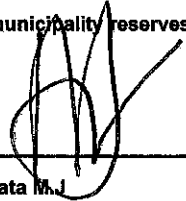
- Management of Human Resources and Development;
- Coordinate and Manage Institutional Records
- Management of Information Technology
- Management of council support services
- Management of council fleet
- Management of Records and Corporate admin facilities
- Management of Labour relations
- Management, revision and implementation of Council policies, decisions and procedures relating to Corporate Services Department
- Financial Management of the Department
- Within the area of responsibility be able to develop and maintain strategic alliances with various stakeholders
- Execution of any other function delegated by the Municipal Manager in terms of the municipality's delegation system

Applications must be submitted on the Official Application Form as prescribed in terms of **Government Notice no. 37245 for Regulations on Appointment and Conditions of Employment of Senior Managers**. The form must be accompanied by a detailed cv, certified copies of certificates and other relevant supporting documents. Applicants must also include information regarding their criminal record. The applications must be submitted to Registry Offices of Fetakgomo Tubatse Municipality Head Offices at 1 Kastania street, Burgersfort or Apel Regional Offices or they can be posted to : The Municipal Manager, Fetakgomo Tubatse Municipality, P.O Box 206, Burgersfort, 1150.

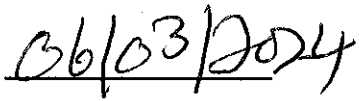
Closing date for submissions is 28 March 2024 at 16:00. Telephone enquiries can be directed to Mrs Phetla D.R at 013 231 1144/ 079 498 1932 during office hours.

The selection process will be influenced by the municipality's Employment Equity principles. Please note that correspondence will be limited to shortlisted candidates only.

The municipality reserves the right not to make any appointment.



Makgata M.J
Municipal Manager



Date