

AMAJUBA DISTRICT MUNICIPALITY

Amajuba District Municipality, situated in Madadeni is an equal opportunity, affirmative action employer. Suitably qualified candidates are invited to apply for the post as indicated below.

DIRECTOR: CORPORATE SERVICES: REF: CORP 001

This is a Senior Manager's post and the incumbent shall be expected to sign an Employment Contract, a Performance Agreement and disclosure of financial interest.

Key Requirements:

- The applicant must be in possession of a Matric and Bachelor Degree in Public Administration/Management Sciences/Law: or equivalent.
- A qualification relating to the National Treasury Competency Requirements for Senior Officials, that is, CPMD/MFMP/ELMDP Note: Candidates who have not completed the levels as per Competency levels: The new appointee must attain the minimum competency levels within 18 months from the date of appointment (G40593) GON91 dated 03 February 2017.
- The applicant must have 5 years proven successful Middle Level Management experience.
- The incumbent must have the Leading and Core Competencies as per Government Gazette No. 37245

KNOWLEDGE:

- Good knowledge and understanding of relevant Policy and Legislation
- Good knowledge and understanding of Institutional Governance Systems and Performance Management
- Good knowledge of Corporate Support Services, including:
 - Human capital management
 - Records Management
 - Facilities management
 - Council Support
- Good Knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
- Good Governance
- Labour Relations Act, and other labour-related prescripts.
- Legal background and human capital management
- Knowledge of co-ordination and oversight of all specialised support functions

Key Responsibilities: The post operates at a strategic level to provide strategic support to all of the business functions within Amajuba District Municipality with the main areas being,

- Development and implementation of sound effective organisational development programmes and initiatives that support organisation wellness, opportunities for personal development and growth,
- Management of employee relations matters, quality induction and training, diversity management and the development of a productive work culture,
- Advise and assist in the preparation of Legal Documents, Contracts, Policies, Procedures, Practices or other matters having legal significance to the management and operations of the Municipality,
- Ensure all policies and procedures are compliant with the law,
- Responsible to manage Corporate Services Strategy and Policy Development by identifying issues that affect business results,
- Develop and oversee the systems that ensure the Municipality complies with all applicable Codes of Corporate Governance,
- Responsible to oversee the supervision of the ADM buildings,
- Ensure that all matters are executed in accordance with Policies, Collective Agreements and applicable Legislations which includes Employment Equity Act, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act and Occupational Health and Safety Act.

Remuneration: Min R 846 307 – Midpoint R 950 907 – Max point R 1040 327 p.a. Total remuneration package in line with Notice that the Minister published in the Government Gazette No. 43122 dated 20 March 2020 which effectively sets upper limits on the remuneration packages to be paid.

Applications must be submitted on an official Amajuba District Municipality's Application Form that is down-loadable on our website: www.amajuba.gov.za and must be accompanied by a comprehensive CV, ID, originally certified copies of academic certificates and covering letter. Applications not made on the official Application Form will not be considered. Facsimiles, emails or late applications will not be accepted. Only short-listed applicants will be contacted. If you are not contacted one month after the closing date, your application would have been unsuccessful. Short-listed candidates will be subjected to security, reference checks as well as competency assessments. For enquiries, please contact HR Manager or HR Officer at 034 329 7200. **Closing date for all applications is 04 March 2022.**

Applications MUST be addressed to The Acting Municipal Manager on:

Physical Address:
Amajuba District Municipality
B9356 Amajuba Building
Section 1
Madadeni, 2952

Postal Address:
Amajuba District Municipality
Private Bag X6615
Newcastle
2940

**SCN MDAKANE
ACTING MUNICIPAL MANAGER**

