



JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

The John Taolo Gaetsewe District Municipality, situated in Kuruman is an equal opportunity employer, and hereby invites suitably qualified candidates to apply for the under-mentioned vacancy.

DIRECTOR: CORPORATE SERVICES

(A fixed five (5) years performance-based employment contract)

Remuneration:

Total cost to company package: R726 954 Minimum to R906 651 Maximum per annum as in terms of the Local Government Municipal Systems Act (32 of 2000): Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers of Government Gazette No.40118, dated 4 July 2016).

Minimum Qualification and Requirements:

- B Degree in Public Administration / Management Sciences/Law/ or equivalent
- Minimum of five (5) years work-related experience at senior management level in administration;
- Planning/ Organisational and analytical skills;
- Certificate in Municipal Financial Management for Municipal Managers and Managers directly accountable to Municipal Managers as provided in Regulation 493 dated 15 June 2007, Local Government: Municipal Regulations on Minimum Competency Level;
- The applicant must have extensive knowledge and understanding of all local government legislations and all policies that governs Municipalities and relevant to the department.
- Knowledge of the statutory requirements regarding the position and the ability to comply therewith;
- Excellent communication and facilitation skills;
- Computer literacy and a valid code B driver`s license
- No criminal record
- The need to undergo security vetting
- The need to undergo competency assessment test
- Local Government experience will be an added advantage.

Key Performance Areas:

- Co-ordinate and manage the activities of the Human Resources and Corporate Services Department;
- Provide administrative support to Council and management;
- Provide an effective record management system;
- Provide and maintain effective Information Communication Technology;
- Manage security for both personnel and property of Council.
- Advanced understanding of institutional governance systems and performance management system.
- Provide an integrated Human Resources services to the Municipality including inter alia:
 - ❖ To establish and maintain a Human Resources Framework and policies;
 - ❖ To provide and maintain sound labour relations;
 - ❖ To ensure that a skills development function is provided to the municipality
 - ❖ To ensure that the employment equity function is managed and the objectives of Council are reached;
 - ❖ To revise and maintain staff structure to ensure that IDP objectives can be met;
 - ❖ To ensure the effective implementation of occupational health and safety in the workplace;
 - ❖ To provide integrated personnel administration to the Municipality leave, payroll, etc.
 - ❖ To ensure that discipline is maintained in the institution.
- Good knowledge of supply management regulations and Preferential Procurement Policy Framework Act, 200 (Act no 5 of 2000)



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Conditions:

1. Each applicant must submit the following:
 - Completed "Application form for Senior Managers" which can be downloaded from the JTGDM web-site on www.taologaetsewe.gov.za
 - A signed application letter;
 - A comprehensive CV;
 - Certified copies of qualifications, ID & Driver's Licence
2. All shortlisted applicants shall be subjected to security vetting rigorous verification of qualifications and references as well through evaluations and the establishment of possible and criminal records;
3. The candidates will be required to disclose all financial interests;
4. The appointment of successful candidate is subjected to the signing of employment contracts and performance agreements in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on appointment and conditions of employment of Senior Managers;
5. No faxed or e-mailed applications will be accepted;
6. The Municipality reserves the right at all times not to appoint;
7. No late applications will be considered;
8. Applications for all this position should be forwarded to:

The Municipal Manager, John Taolo Gaetsewe District Municipality, P.O. Box 1480, Kuruman 8760 or hand-delivered to 4 Federale Mynbou Street, Kuruman, **Registry Office** on or before the **7th July 2017** at **16h00**.

All enquiries can be directed to the Acting HR Manager: **Ms L. Morris @ 053 712 8763 / 8761**

Please note:

- **Canvassing will disqualify candidate from being considered for appointment.**
- **If you have not heard from us within 30 days from closing date, please accept that your application was unsuccessful.**
- **The Municipality has the right not to appoint.**

Mr. MW Molusi
The Acting Municipal Manager