



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.

ADVERTISEMENT: DIRECTOR CORPORATE SERVICES

Remuneration:

The annual total remuneration package plus a 7% remote allowance shall be determined by Government Gazette no. 48789 of 14 June 2023.

Minimum Remuneration Package	Midpoint Remuneration Package	Maximum Remuneration Package
R884 772	R994 126	R1 087 610

* This is a permanent position and the incumbent shall be expected to sign a Performance Agreement and Disclosure of Financial Interest, will also undergo security vetting and competency assessment test.

Minimum Requirements:

- Bachelors degree in Public Administration/Management Sciences/Laws or equivalent.
- Minimum of 5 (five) years work-related experience at middle management level and have proven successful management experience in administration.
- A Certificate in Municipal Financial Management Programme (MFMP) is a Compliance with the requirements contained in the Minimum Competency Levels Regulations, Notice No. 493, Government Gazette No. 29967 of 15 June 2007 or the ability to complete it within 18 months, as contained in Notice 91 of 03 February 2017 and promulgated in Government Gazette No, 40593. Failure to comply with this, will result in automatic termination of service within 1 month after expiration of this period.
- The applicant must have extensive knowledge and understanding of all policies that governs Municipalities and relevant to the department;
- Excellent facilitation, communication, planning and analytical skills, advance computer literacy in MS Office (Word, Excel, PowerPoint and Outlook);
- Good knowledge of corporate support services, including but not limited to:- Human Capital Management & Development (HCM & D); Legal Services; Facilities & Fleet Management; ITC and Council Administration, and Employee Relations;
- Good understanding of institutional governance systems and performance management systems;
- Good knowledge of coordination and oversight of all specialised support functions.

Key Performance areas:

- The expected incumbent will be reporting directly to the Accounting Officer;
- Directs, visualize, identifies and deliver on strategic mandate and objectives of the Directorate Corporate Support Services as set out in the IDP of Council;



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- Pursues political-administrative teaming and functioning to enhance collaborative interactions and cooperatives for the purpose of institutional cohesion, common identity and service delivery success;
- Support the formulation and implementation of the code of conduct for all role players within corporate services and the municipality which as a minimum include labour relations, legal service delivery success;
- Support the Municipal Manager and contribute to the establishment and maintenance of non-compliance with labour relations and other related legislative requirements;
- Executes any functions delegated by the Municipal Manager in terms of the delegations of powers;
- Analyses the Internal Audit and Audit Committee reports related to corporate services, implements timeously risk management interventions to curb occurrence of such risks and audit findings;
- Advise and assist other Managers in applying sound recruitment and selection practice and appropriate induction, training and development programmes and the Human Capital Management programmes;
- Prepare own budget in line with the strategic objectives of the municipality and develops corrective measures action to ensure alignment or budget to financial resources;
- Promote the importance of excellence across corporate services department through corporate identity and ensure that key performance areas are aligned with the KPI's and the Municipal KPA's;
- Adhere to measures and controls that fight fraud, corruption & other act of dishonesty that are widely recognised in Local Government for being ingenious and prudent.
- Provide an integrated human capital 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 provide integrated personnel administration on leaves, employees' benefits, coordinate payroll, etc.
 - ❖ To ensure that discipline is maintained in the institution.
- Serve as the chairperson of Corporate Services Directors' Forum in the District.



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Conditions:

1. Each applicant must submit the following:
 - Fully completed and signed "Application form for Senior Managers" which can be downloaded from the JTGDM web-site: www.taologaeetsewe.gov.za
 - A signed application letter;
 - A comprehensive CV;
 - Certified copies of qualifications (Grade 12, Bachelor's Degree / post degree), ID & valid Driver's Licence (certification stamp not older than 3 months);
 - Transcripts of the professional qualifications.
 - Proof of successful management experience in administration.
2. All shortlisted applicants shall be subjected to security vetting which includes rigorous verification of qualifications, references check, evaluation and establishment of possible criminal records, financial misconduct, nationality etc.
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. Failure to abide to the above-mentioned conditions will render your application unsuccessful.
9. Applications for all this position should be forwarded to:-

The Municipal Manager, John Taolo Gaetsewe District Municipality, P.O. Box 1480, Kuruman 8460 or hand-delivered to 4 Federale Mynbou Street, Kuruman, **Office of the Municipal Manager** on or before **Monday, 14th August 2023 at 16h00**.

All enquiries can be directed to the Office of the Municipal Manager: **053 712 8731**.

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. KK TEISE
MUNICIPAL MANAGER