



# 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.

## RE-ADVERT DIRECTOR: CORPORATE SERVICES

### PERMANENT POSITION

#### Remuneration:

Annual Total Remuneration Package

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

Plus a 7% remote allowance which shall be determined by government gazette no. 48789 of 14 June 2023.

#### Minimum Requirements:

- Bachelor's degree in Public Administration/Management Sciences/Law or equivalent.
- Minimum of 5 years work-related experience at middle management level and have proven successful management experience in administration.
- Qualification in Human Resources Management will be added advantage
- 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.
- Good knowledge of corporate support services, including;
  - Human capital management
  - Legal services
  - Facilities 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
- Labour Relations Act, and other labour-related prescripts;
- Legal background and human capital management and;
- Knowledge of coordination and oversight of all specialised support functions.

#### 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 to council
- Provide 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



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To provided Facilities management  
To ensure that skills development function is provided in the municipality  
To ensure that the employment equity function is managed

## Conditions:

1. Each applicant must submit the following:
  - Fully completed "Application form for Senior Managers" which can be downloaded from the JTGDM web-site on [www.taologaetsewe.gov.za](http://www.taologaetsewe.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.
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. 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 by courier, or hand-delivered to 4 Federale Mynbou Street, Kuruman, **Registry Office** on or before **Friday, 26<sup>th</sup> April 2024** at **15h00**.

All enquiries can be directed to the **Municipal Manager: Mr Klaas Teise @ 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.**

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**Mr KK TEISE**  
**MUNICIPAL MANAGER**