

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhulu.gov.za
Tel: (039) 259 5000/5400
Fax: (039) 259 0427

CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL
KZN 435

KZN435/19/20/006/CORP

The uMzimkhulu municipality an equal opportunity employer requires the services of suitable qualified, skills and experienced candidate for the under mentioned challenging position.

RE-ADVERTISEMENT

REFERENCE : SENIOR MANAGER: CORPORATE SERVICES

TERMS OF APPOINTMENT : The incumbent will be appointed on a five (5) year fixed term contract

PLACE TO BE STATIONED : The incumbent will be stationed within the jurisdiction of UMzimkhulu Municipality at the municipal offices designated by the municipal Council.

ANNUAL TOTAL REMUNERATION PACKAGE: Minimum R894 447.00, Midpoint R1, 022.226, Maximum R1, 133,463.

The offer of remuneration will be determined by competencies and current salary earnings read together with guidelines as set out in the Government gazette No: 43122 dated 20 March 2020.

MINIMUM COMPETENCY REQUIREMENTS OF THE POST: Bachelor's Degree in Public Administration/Management Sciences/Law or equivalent.

TYPE OF EXPERIENCE : 5 YEARS

- A minimum of 05 years proven experience in Senior and middle Management level of which at least (2) years must be at Senior Management level and (03) years in the middle management level.
- Have proven successful management experience in administration

KEY PERFORMANCE AREAS :

Overall management of the Corporate Services business units, Policy formulation, Corporate Governance promotion, Provide strategic support to the organization in terms of Human Resources and Labour Relations, General administration, Information communication technology, Good knowledge of corporate support services including: Human Capital Management, ICT management, Council Support Services, Facilities Management, Registry Management Services, Fleet management Services, Customer Care Services, Mitigate risks and ensure compliance with OHS Act, Improvement of the employee wellness through implementation of employee assistance programmes, Manage recruitment and retention of the required talent in the municipality

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Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 200(Act No 5 of 2000) Good Governance, knowledge of co-ordination and oversight of all specialized support functions.

KEY COMPETENCY SKILLS:

Knowledge of municipal applicable legislations, Reasonable understanding of link between IDP and Corporate Plan, Budgeting and Annual Performance Plan in Municipal Context, Extensive knowledge of MFMA, applicable Municipal Legislation, strong supervisory skills and interpersonal skills and also the Incumbent must have the following leading and core competencies as per the Government Gazette No.37245 of 17th January 2014

- Strategic direction and leadership, people management program and project management, financial management change management, government leadership
- Moral competence, planning & organising, analysis and innovation, knowledge & information management, communication and results and quality focus.

SIGNING OF EMPLOYMENT CONTRACT, PERFORMANCE AGREEMENT AND DISCLOSURE OF FINANCIAL INTEREST: The appointed candidate will be expected to sign an Employment contract, Performance Agreement and a disclosure of financial interests within stipulated periods.

SECURITY VETTING AND COMPETENCY ASSESSMENT: Suitable candidates will be subjected to personnel suitability check (security vetting, criminal record, citizenship qualifications verification and employment verification. Recommended candidates will be subjected to competency assessment.

CLOSING DATE: 26 November 2020

If you are interested and you are in possession of the necessary qualifications and experience, please address your application, with your CV and authenticated copies of qualifications to:

The Municipal Manager

UMzimkhulu Municipality

Box 53

UMzimkhulu

3297

Or hand delivered to: Corporate Services Department, Erf 169 Main Street UMzimkhulu 3297

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OFFICIAL APPLICATION FORMS: All applications should be on the official application form, which is available at the Human Resources Office of the UMzimkhulu Municipality, Corporate Services Department or contact 039 2595021/38. Applications forms are also available on the website of the Municipality: www.umzimkhulum.gov.za

If you are not invited for an interview within 30(thirty) working days from the closing date, you must accept that your application was unsuccessful and no further correspondence will be entered into.

Note:

- Applications by fax or email will not be accepted.
- No applications will be accepted without certified copies of qualifications.
- Applications should be in the prescribed Application form for Employment.

ATTENTION: TO THOSE WHO PREVIOUSLY APPLIED, NEED NOT TO RE-APPLY AS THEY WILL BE CONSIDERED.

Enquiries: Direct all enquiries to Mr Sithulile Damoyi at 039 2595021/38.

MUNICIPAL MANAGER

MR Z.S SIKHOSANA