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PO Box 539
Peddie
5640

VACANCY

Ngqushwa Municipality incorporating Hamburg, Peddie Town, rural and portion of King William's Town rural invites suitably qualified and experienced candidates to apply for the following position:-

Department	:	Office of the Municipal Manager
Position	:	Director: Corporate Services
Duration	:	Five (5) Year Performance Based Contract
Salary	:	A total remuneration in terms of the Upper Limit of Total Remuneration Package (Government Gazette No. 40117 of 01 July 2016) payable to Municipal Managers and Managers directly accountable to Municipal Managers of a Grade 2 municipality

Requirements:-

- A recognised B Degree in Social Science/ Public Administration, Management Science, Law or equivalent
- A recognised Post Graduate Degree at NQF Level 8 will be an added advantage.
- Qualification or in the process of studying towards competency requirements by National Treasury is recommended.
- Practical knowledge of Local Government environment
- Proven successful management experience in administration
- Computer literate
- Valid driver's licence.

Skills and competencies:-

Good knowledge and understanding of relevant policies and legislations. Good knowledge and understanding of institutional governance systems and performance management. Good knowledge of corporate support services including Human Capital Management, Legal Services and Council Support. Knowledge of coordination and oversight of all specialised support functions

Key responsibilities:-

- Understanding of Council operations and delegation of powers
- Implement and review HR strategies, plans, policies and procedures in line with national framework and guidelines
- Knowledge and understanding of relevant policy development and legislations
- Knowledge and understanding of institutional governance systems and performance management
- Knowledge of Human Resource administration, Organizational Development, Employee Assistance Programme and Training and Development
- Provide strategic leadership in HR Strategy implementation and Labour matters

Department : Infrastructure and Technical Services
Position : Practitioner: Institutional Social Development
Salary : R 259 884. 00 – R 337 344. 00 p.a. (Task Grade 12)

Requirements:-

- A recognized Degree/Diploma in Public Management or equivalent qualification
- 2-3 years relevant experience
- Knowledge of developmental work with exclusive reference to infrastructural development
- Computer literacy
- Valid driver's license

Responsibilities:-

- Coordinating specific administrative and reporting requirements associated with respect to core service delivery related projects
- Conduct baseline survey in the ward where the project will be implemented and submit the information to PMU Manager for consolidation of the business plan
- Set and establish Project Steering Committees for each project and facilitate trainings of CLO's and PSC's that needs to be conducted as per the nature of the project
- Be part of District Appraisal Committee to ensure projects demonstrate community participation

NOTE: -

Qualification and SA Citizens checks will be conducted on all short-listed candidates. Security vetting will be done. Successful candidates will be subjected to additional checks including competency assessment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement and disclosure of financial interest.

Written application must be submitted on the Prescribed Annexure C of Government Gazette No. 37245 dated 17 January 2014. The form needs to be filled in completely and signed on the last page (in the event that the application is not completed properly, the application will be disqualified).

Interested persons should submit an application letter together with comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable references, to the **Acting Municipal Manager, P. O. Box 539, Peddie, 5640** or can be hand delivered to **Ngqushwa Municipal Offices, Cnr. N2 and R345 Road, Peddie**. Enquiries can be directed to Human Resources Manager, **Mr. M. Mxekezo at 040 6733 095**.

NB:-

- No faxed or e-mailed applications will be accepted
- Shortlisted applicants will be subjected to competency assessment and vetting processes
- Only certified copies of certificates, ID and driver's license accepted.
- Canvassing of Councillors and/or officials will result to disqualification of your application
- Only the shortlisted and successful applicants would be contacted, therefore if you have not heard from us within 30 days after the closing date regard yourself as unsuccessful, however the Municipality appreciates your interest and wishes you the best in your career.
- Ngqushwa Municipality is under no obligations to fill the post after advertisement thereof.
- Applicants with disabilities are encouraged to disclose their disability status on their application.

- Preference will be given to applicants from designated groups in line with Employment Equity Act & Plan.

Closing date: 11 August 2017

**MR. L. GOVU
ACTING MUNICIPAL MANAGER**