**DANNHAUSER MUNICIPALITY (KZ 254)**

REF NO. : DIRECTOR: CORPORATE SERVICES

CENTRE : DANNHAUSER LOCAL MUNICIPALITY

REQUIREMENTS : \* Bachelor’s Degree in Public Administration/

Management Sciences/ Law; or equivalent \* \* 5 years’ experience at middle management

level, and must have proven successful management experience in administration.

\* Must meet the minimum competency levels

 for senior managers.

* A valid drivers’ license
* Computer literate

COMPETENCIES : The successful candidate must have the following:

Good Knowledge and understanding of the following performance areas:

* Relevant policy and legislation;
* Institutional governance systems and performance management;
* Corporate support service, including Human capital management; Legal services; Facilities management; Information communication technology and council support;
* Supply Chain Management Regulations and Preferential Procurement Policy;
* Good Governance;
* Labour Relations and collective bargaining

RESPONSIBILITIES : Reports to the Municipal Manager and responsible

 for the following:

* Overall management of the Corporate Services

 Department.

* Implement the Integrated Development Plan of Corporate Services Department.
* Manage Departmental budget, human resources and other resources in accordance with local government legislation and treasury regulations.
* Manage efficient provision of municipal services
* Establish, operate and maintain support structures, processes and systems.
* Direct and control key deliverables and outcomes for the department.
* Liaise with internal and external stakeholders.
* Facilitate stakeholder participation and involvement.
* Developing and maintaining the implementation of the departmental policies and By- Laws
* Overall responsibility of implementing PMS within the Department.
* Exercising any other functions allocated by the Municipal Council or Municipal Manager and develops and monitors systems, policies and processes to ensure correct working operations and practices.
* Direct the development of human resource strategy in order to meet the vision and strategic objectives of the municipality.
* Implement the strategic plan of the municipality through the effective development and monitoring of SDBIP.
* Develop and monitor the implementation of policies.
* Monitor the implementation of WSP, HR and EE Plan.
* Ensure compliance with relevant labour legislation and SALGBC Agreements.
* Ensure effective records management in terms of national Archives and Records prescripts.
* Manage Council Committees and sub-committees.
* Manage Municipal ICT.

NOTE : Qualifications and SA citizenship 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.

CLOSING DATE : 28th February 2022

ENQUIRIES : Enquiries will be directed to the Municipal Manager

Mr WB Nkosi @ municipalmanager@dannhauser.gov.za

Dannhauser Local Municipality (KZ 254) is a Local Municipality incorporating Hattingspruit and Durnacol with its seat at Dannhauser invites suitably qualified candidates to apply for the following position:

**DEPARTMENT : COUNCIL**

**VACANCY : DIRECTOR: CORPORATE SERVICES**

**ESSENTIAL REQUIREMENTS**

* Bachelor Degree in Public Administration/Management Sciences/

Law or equivalent

* Compliance with MFMA : Minimum Competency Levels Certificate in Municipal Finance Management (SAQA qualification)

and registered with a Professional Body will serve as a strong recommendation.

* Minimum 5 years’ relevant experience at management level, and have proven successful institutional transformation within public or private sector.
* Valid Driver’s License and a suitable vehicle for proper performance of his/her functions and discharge of duties.
* Must own a Cell phone.

**ACADEMIC AND OTHER REQUIREMENTS**

* Maturity, analytic ability and integrity;
* Ability to meet deadlines and working under pressure;
* Willingness to work long hours and irregular at times
* Computer literacy (Microsoft windows XP, Spreadsheet)

**KEY PERFORMANACE AREAS**

* Overall management of 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 OHSA
* Implementation of Employee Assistance Programmes
* Manage Recruitment and Retention of the required talent in the municipality.
* Good knowledge of supply Chain Management regulations and the

Preferential Procurement Policy Framework, Act 2000(Act 5 of 2000)

* Good Governance, knowledge of co-ordination and oversight of all specialized support functions.

**KNOWLEDGE SKILLS AND COMPETENCY**

Knowledge of municipal applicable legislations, Reasonable understanding of the 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 & organizing, 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 interest within stipulated periods.

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

**REMUNERATION**

 **Task 17 of a Grade 2 municipality (R)**

**please note that no application by E-mail or fax will be accepted.**

Applications should note that if they are not notified of the outcome of their applications within 30 days of the closing date for submission of applications, they may conclude that their applications were not successful.

The municipality reserves the right not to make any appointment following the placement of this advertisement.

Application marked “**DIRECTOR CORPORATE SERVICES”** shall be sent to the Municipal Manager, 8 Church Street, Dannhauser, 3080, or handed in at

 **Private Bag X1011**

 **Dannhauser**

 **3080**

Any enquiries relating to this advertisement may be directed to the Municipal Manager, Mr WB Nkosi, at 8 Church Street, Dannhauser, office no. **1** main building of Head Office, who can also be contacted on 034 621 2666 ext 739 during office hours commencing from 07H30 – 16H00, with a lunch interval between 13H00 – 13H30.

**CLOSING DATE : Friday, 4th February 2022**

**NKOSI WB**

 **MUNICIPAL MANAGER**

**NOTICE NO. 12/01/2022**