



## DANNHAUSER MUNICIPALITY (KZ 254)

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

**REF NO** : 01/09/23/1  
**POSITION** : **DIRECTOR: CORPORATE SERVICES**  
**SALARY** : Remuneration package payable in the context of Local Government:  
Upper limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers.  
**TERM OF CONTRACT** : Permanent

**REQUIREMENTS** : Bachelor's Degree (NQF 7) in Public Administration/ Management Sciences/ Law; or equivalent. 5 years' experience at middle management level in Local government, must have proven successful management experience in administration and must meet the minimum competency levels for senior managers.

**COMPETENCIES** : The successful candidate must have the following:

Good knowledge and understanding of relevant policy and legislation; Good knowledge and understanding of institutional governance systems and performance management; 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 Preferential Procurement Policy; Good governance; Labour Relations Act and other related prescripts. Computer literacy. A valid driver's licence.

**RESPONSIBILITIES** : Overall management of the Corporate Services Department. Implement the Integrated Development Plan of the 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 monitoring 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 efficient records management in terms of National Archives and Records. Manage Council Committees and sub-committees. Manage Municipal ICT.

**NOTE** : Qualification 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.**

**APPLICATIONS**: Applications should be made on the Annexure C Application Form for Employment by regulations on appointments and conditions of employment of Senior Managers, Government Gazette no. 37245 of 17<sup>th</sup> January 2014, which may be obtained from the Municipal offices or municipal website [www.dannhauser.gov.za](http://www.dannhauser.gov.za). **Applications should be accompanied by a comprehensive Curriculum Vitae and certified copies of all qualifications. Quoting the relevant reference number, direct your application to Acting Municipal Manager at No.08 Church Street, Dannhauser 3080 or Private Bag X1011, Dannhauser 3080**

**PLEASE NOTE THAT NO APPLICATION BY E-MAIL OR FAX WILL BE ACCEPTED.**

**CLOSING DATE** : 02 October 2023

**ENQUIRIES** : Enquiries may be directed to Mr M.S. Sithole, Acting Municipal Manager at 034 621 2666 or email to: [municipalmanager@dannhauser.gov.za](mailto:municipalmanager@dannhauser.gov.za)

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