

AMAJUBA DISTRICT MUNICIPALITY

Amajuba District Municipality, situated in Madadeni is an equal opportunity, affirmative action employer. Suitable candidates are invited to apply for the post as indicated below.

DIRECTOR: CORPORATE SERVICES: REF: CORP 001

This is a fixed-term employment contract for 5 years and the incumbent shall be expected to sign an employment contract, a performance agreement and disclosure of financial interest.

Key Requirements:

The applicant must be in possession of Bachelor Degree in Public Administration/Management Sciences/Law: or equivalent. The applicant must have 5 years proven successful middle level management experience.

A qualification relating to the National Treasury Competency Requirements for Senior Officials e.g. CPMD/MFMP/ELMDP will be an added advantage.

The incumbent must have the Leading and Core Competencies as per Government Gazette No. 37245 of 17 January 2014 and GG No:29967, June 2007

KNOWLEDGE:

- 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
 - 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
- Knowledge of coordination and oversight of all specialised support functions

Key Responsibilities: The post operates at a strategic level to provide strategic support to all of the business functions within Amajuba District Municipality with the main areas being:

- Development and implement sound effective organisation development programmes and initiatives that support organisation wellness, opportunities for personal development and growth.
- Management of employee relations matters, quality induction and training, diversity management and the development of a productive work culture.
- Advise and assist in the preparation of Legal Documents, Contracts, Policies, Procedures, Practices or other matters having legal significance to the management and operations of the municipality
- Responsible to manage Corporate Services strategy and policy development by identifying issues that affect business results.
- Develop and oversee the systems that ensure the municipality complies with all applicable Codes of Corporate Governance.
- Responsible to oversee the supervision of Property, Admin, IGR& Governance, General Support, HR and Legal Services.
- All matters are executed in accordance with Policies, Collective Agreements, Employment Equity Act, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act and Occupational Health and Safety Act.

Remuneration: All-inclusive salary: R 685 806 - R 855 331 p.a. In line with Notice that the Minister published in the Government Gazette which effectively sets upper limits on the remuneration packages to be paid.

Applications must be submitted on an official Amajuba District Municipality's application form that is downloadable on our website: www.amajuba.gov.za and must be accompanied by a comprehensive CV, original certified copies of certificates and covering letter. Applications not made on the official form will not be considered.

Note: People who previously applied for this position are encouraged to re-apply.

Facsimiles, emails or late applications will **not** be accepted. Only short-listed applicants will be contacted. If you are not contacted one month after the closing date, your application would have been unsuccessful. Short-listed candidates will be subjected to security and reference checks as well as competency assessments as per regulations.

Enquiries may be directed to HR Department at 0343297200.

Closing date for all applications: 27 January 2016

**LM Africa
Municipal Manager**

**Amajuba District Municipality
Private Bag X6615
Newcastle 2940**