

KHÂI-MA MUNICIPALITY

VACANCY MANAGER: CORPORATE SERVICES

Khâi-Ma Municipality (situated at Pofadder, Namaqua District in the Northern Cape Province) is an affirmative action employer. Application of suitable persons are being awaited in terms of Section 56(1)(a)(i) of the Local Government: Municipal Systems Act, 2000, (Act N0.32 of 2000) to apply for the above-mentioned vacancy.

MINIMUM SKILLS REQUIRED

- A recognised B-degree in Public Administration, Management Sciences, Law or equivalent
- Minimum of five (5) years experience at middle management level
- Have proven successful management experience in administration
- A valid driver's licence
- Excellent communication and negotiation skills at all levels of government
- Good skills in conflict resolution, problem solving and ability to be decisive
- Ability to provide strategic and innovative leadership
- Ability to promote strategic planning
- Computer literacy
- Operational financial management
- Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007 i.e South African Qualifications Authority Qualification ID No. 48965 for Senior Managers of municipalities, e.g CPMD, MFMP, etc. If a newly appointed person is not in possession of this Competency, he/she must complete it within eighteen (18) months from the date of employment, in accordance with Government Notice Number 91 of 3 February 2017, as promulgated in Government Gazette No. 40593.

KEY PERFORMANCE AREAS

This post operates at a strategic level to provide strategic support to all the functions within the Khâi-Ma Municipality, with the main priorities being:

- Assist the Municipal Manager with the overall governance of the Municipality
- Administer human resource management including personnel, provisioning and administration, training and development, labour relations, human resource planning and organisational development
- Responsible for developing organisational policies and procedures
- Develop and management department's budget such as expenditure in line with Council, MFMA and Supply Chain Requirements
- Prepare and submit reports to the Municipal Manager and relevant political structure
- Ensure sound labour relations
- Administer Performance Management System of Municipality

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 services, including:
 - Human Capital Management
 - Legal services
 - Facilities Management
 - Information communication technology; and
 - Council support
- Labour Relations Act and other labour-related prescripts
- Legal background and human capital management; and
- Knowledge of coordination and oversight of all specialised support function;
- Good knowledge of supply chain management regulations and the Preferential Policy Framework Act, 2000 (Act No.5 of 2000);
- Good governance

REMUNERATION

-Salary scale: *Minimum Package:* R 781 460,00- *Midpoint:* R 868 290,00- *Maximum:* R 955 118,00 in terms of Government Gazette No. 42023 of 8 November 2018. The offer of Remuneration on appointment to a senior manager will be determined by the competencies, qualifications, experience and knowledge of the candidate considered for appointment;
-A Remote Allowance of 7% of the Annual Salary may also be payable.

CLOSING DATE

22 MARCH 2019

APPLICATIONS

Candidates are required to complete the prescribed "Annexure C" Application Form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014 which is obtainable from the internet at www.gpwnonline.co.za, or on the Municipal Website at www.khaima.gov.za (failure to

use this form will result in the candidate being disqualified). The form must be accompanied by an Application Letter, detailed C.V., certified copies of certificates(not older than three months), ID, Drivers licence, and other relevant supporting documents.

Short-listed candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check, competency assessment and should also disclose financial interests.

The Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Act No. 32 of 2000 or any other relevant legislation;

Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.

Applications received after the closing date will not be considered. If you have not received any response from Khâi-Ma Municipality within 30 days after the closing date, please consider your application as unsuccessful.

Please note: Faxed or e-mailed applications will NOT be accepted; The Municipality reserves the right not to make any appointment following this advertisement.

For enquiries contact the: The Human Resources Officer, Ms.Eurica Magerman, Tel. No: 054- 933 1003; Fax No: 054- 933 0252; Physical Address: 21 Nuwe Street, Pofadder, 8890



Applications must to directed to : The Municipal Manager , Khâi-Ma Municipality, P.O. Box 108, Pofadder, 8890, Tel. (054) 933-1000.