



MKHONDO

LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging positions of

GENERAL MANAGER: CORPORATE SERVICES

Ref: GMCS/12/23

The position is a permanent employment contract based in eMkhondo (former Piet Retief) subjected to the signing of an employment contract, a performance agreement, disclosure of financial interests and security vetting. The incumbent will be reporting to the Municipal Manager in terms of the Municipal Systems Act, 2000. The successful candidate will be responsible to provide leadership to the Corporate Services Department

Annual Total remuneration package R 972 648– R1 108 275 – R 1 257 894

The above Annual Total remuneration is as per Local Government Municipal Systems Act, 2000(Upper Limit of the annual total remuneration package)

MINIMUM REQUIREMENTS

- Appropriate Bachelor Degree in Public Administration / Management Science / Law or equivalent.
- Minimum of 5 years relevant experience at Middle Management
- Successful completion of the Certificate in Municipal Financial Management
- Valid Driver's license

OTHER REQUIREMENTS

- Good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding of institutional government systems and performance management
- Good Knowledge of corporate services, including human resources management. Facilities management, archives and council support.
- A good knowledge of the MFMA and Supply Chain Management
- Good knowledge of all applicable Local Government and Labour Legislation
- Knowledge of Budget and Finance Management
- Excellent communication (Verbal and Written), interpersonal and leadership skills
- Hands-on knowledge of change management.

RESPONSIBILITIES

- Lead and direct and manage staff within the Corporate Services Department that is responsible for the Human Resources Management, Auxiliary Services and Archives, Secretariat and Public Participation as well as Mayoralty.
- Develop and Continuously evaluate short and long-term strategic organizational governance objectives of the Municipality

- Develop and Monitor systems, procedures and process to ensure correct working operations and practices.
- Coordinate Council Committee meetings and business process and submit reports.
- Prepare and Manage the departmental SDBIP
- Give inputs and support towards preparation of the IDP to ensure alignments and efficient performance.
- Providing Advice and support to Council, the Municipal Manager and other office bearers on all functions of the Directorate
- Formulate creative solutions to enhance cost-effective and efficiency in the delivery of services and Administration of the Municipality.
- Assist and support the Accounting Officer with the roles and responsibilities delegate to the Department.

CLOSING DATE & TIME 3 MAY 2023 @14h00

Enquiries: Ms.BS Nxumalo or Ms. Lyzette Botha on 017 2850 200 / 0268

To apply:

Please forward your application **on the Prescribed Annexure C** of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Manager (Government Gazette Published 17 January 2014 No 37245" with a concise CV with original certified copies (Not older than three months) of all relevant qualifications, Identity Document and Valid Driver's License with at least three contactable references to

Hand delivery

or

Post

Senior Manager: Human Resources
Civic Centre
Corner Mark and De Wet Street
Piet Retief
2380

Senior Manager: Human Resources
Mkhondo Local Municipality
P.O. Box 23
Piet Retief
2380

Failing to sign the Prescribed Annexure C form will constitute an automatic disqualification

Note: Correspondence will be conducted with short-listed candidates only

No faxed or e-mailed applications will be accepted

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipal is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

The above appointments are subjects to mandatory competency assessment and security clearance

Mkhondo Local Municipality reserves the right not to make an appointment.

**MS Dlamini
Acting Municipal Manager
Mkhondo Local Municipality**