



MARULENG MUNICIPALITY

65 SPRINGBOK
STREET
P.O. BOX 627
HOEDSPRUIT
1380

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MOPANI DISTRICT

CORPORATE SERVICES

ADVERT

Applications are invited from suitable qualified and experience candidates to fill the following vacant position. People with disabilities are also invited to apply.

DIRECTOR CORPORATE SERVICES (5 YEAR FIXED TERM EMPLOYMENT CONTRACT) not exceeding one year after the election of the next council of the municipality

Salary: All-inclusive package from R846 307.00; R950 907.00; R1 040 327.00 per annum as per Government Gazette No. 43122 dated 20 March 2020, Vol.351 (Upper limits of total remuneration packages to municipal managers and managers directly accountable to municipal managers). Five (05) year fixed term performance based contract not exceeding one year after the election of the next council of the municipality. The successful candidates will be subjected to signing of an employment contract, a performance agreement and disclosure of financial interest; the need to undergo security vetting and competency assessment. The successful candidate will be stationed at Maruleng Local Municipality, 65 Springbok Street, Hoedspruit.

Requirements: Bachelor Degree in Public Administration /Management Sciences/ Law or equivalent. Minimum of five (05) years' experience at middle management level; have proven successful management experience in administration.

Knowledge: Extensive knowledge and understanding of relevant policy and regulations; 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 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; and knowledge of coordination and oversight of all specialized support



functions. Must be computer literate and have a valid driver's license. Further note that all shortlisted applicants will be subjected to undergo security vetting; competency assessment and information verification.

Competencies: Meet minimum competency levels as per MFMA as well as competency requirements by MSA. **Must meet core competency requirements on the following skills:** Strategic direction and leadership, People management, Program and project management, financial management, Change leadership, Governance leadership, Moral competence, Planning and organising, Analysing and innovation, Knowledge and information management, Communication, Results and quality focus.

Key performance areas: Overall management of the Corporate Services business unit, Policy formulation, strategy development, corporate governance promotion. Developing, implementing and managing strategic goals, procedures and plans and align these with the municipality's objectives. Compiling / Updating delegated powers as stipulated in the Municipal Systems Act. 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 manage the directorate's budget such that expenditure is in line with council policy, MFMA and supply chain's requirements. Prepare and submit reports to the municipal manager and relevant structures. Ensure sound labour relation skills, including speech and report writing. Ability to work under pressure. Ability to promote strategic planning and innovative leadership. Ability to negotiate at all levels.

Maruleng Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of positions and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised position. Short listed candidates will be required to produce original copies of qualifications on or before the appointment. Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your

applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing

Applicants must use annexure C (Application form) of the Local Government: Regulations on appointment and conditions of employment of senior managers obtained from our website: www.maruleng.gov.za. All applications must indicate the position you apply for. Include comprehensive CV with at least three contactable references and email addresses of the referees, certified copies of qualifications and identity document should be directed to: **The Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit 1380**. Faxed, Late, and Z83 applications will not be considered. Closing date for applications is **23 February 2022 at 12H00**. Direct your enquiries to Mrs Ramohlola K.P and Ms Mahlo Mokhobedi @ 015 793 2409.