



# TSWELOPELE

LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

Tswelopele Municipality is an equal opportunity employer and invites applications from experienced, qualified, innovative, committed and energetic individuals with vision, for appointment to the following position on a five year fixed performance-based contract which will be based at Head Office, Bultfontein:

## **DIRECTOR CORPORATE SERVICES 5 YEARS PERFORMANCE BASED CONTRACT**

The above appointment will be made in compliance with the provisions of sections 56 & 57 of the Local Government: Municipal Systems Act, Act 32 of 2000

**ANNUAL REMUNERATION PACKAGE** ⇒ **Total Remuneration Package:** R846 307 [Minimum]; R950 907 [Midpoint]; R1 040 327 [Maximum] [Tswelopele Local Municipality is a Category 2 municipality in terms of the categorisation by Government Gazette No. 43122 of 20 March 2020 of which the current upper limit Total Remuneration Package is applicable]. The pay scale will be determined by competence.

**BENEFITS / CONDITIONS OF EMPLOYMENT** ⇒ A remote allowance of 4% of the total annual remuneration package.

**KEY REQUIREMENTS** ⇒ An appropriate B Degree, preferably in Public Administration, Management Science, Law or equivalent ♦ Minimum of at least 5 years' work related experience at middle management level preferably in the local government sphere ♦ Practical knowledge of the local government environment ♦ Proven successful management experience in administration ♦ Computer literacy ♦ Valid driver's licence.

### **Added Advantage**

♦ A post graduate qualification in the relevant field will be a strong recommendation ♦ Certificate in CPMD or MFMP in terms of minimum competency level as per Government Gazette No. 29967 of 15 June 2007 ♦ Registration with a professional body will serve as strong motivation.

**KEY COMPETENCIES / 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; Information communication technology and Council support ♦ Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 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

**RESPONSIBILITIES / DUTIES** ⇒ Knowledge and understanding of relevant policy development and legislation

♦ Knowledge and understanding of institutional governance systems and performance management ♦ Understanding of council operations and delegation of powers ♦ Implement and review HR strategies, plan, policies and procedure in line with national framework and guidelines ♦ Provide strategic leadership in HR strategy implementation and labour matters as well as management of Corporate Services budget ♦ Knowledge of Human Resource Administration ♦ Knowledge of Organisation Development ♦ Employee Assistance Programme ♦ Training and Development ♦ Auxiliary services.

**Submission of Applications:** Applicants must use Annexure C [Application form] of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers available at the municipal

offices or on the municipal website: [www.tswelopele.gov.za](http://www.tswelopele.gov.za). [All applications must be on the prescribed application form] and include a comprehensive CV with at least three contactable references and email addresses of the referees, originally certified copies of qualifications not older than three months. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority [SAQA] and to attach proof thereof, driver's license and identity document. Only SA citizens or permanent residents are eligible to apply.

Applications for this vacancy must be submitted and addressed to: The Municipal Manager, Tswelopele Local Municipality, PO Box 3, Bultfontein, 9670 or hand delivered at the municipal offices situated at Civic Centre, Bosman Street, Bultfontein.

No faxed, e-mailed or late applications will be considered. Applications not made on the prescribed application form will not be considered.

Women and persons with disabilities are encouraged to apply.

The shortlisted / recommended candidates will be subjected to security vetting, competency based assessment over two days prior appointment, qualification verification and reference checks. The successful candidate will also be subjected to the signing of an Employment Contract on or before assumption of duty, and Annual Performance Agreement and Disclosure of Financial Interest form within 60 days of appointment and then annually thereafter within 30 days of the beginning of the financial year.

Council reserves the right to place and move candidates anywhere within the municipal jurisdiction as well as the right not to make any appointment to this position. Canvassing for appointment will automatically disqualify an applicant.

Further information / application forms are available from the Manager HR & Legal Services, Mr MN Makwetla, Tel 051 853 1111.

**CLOSING DATE: Friday, 18 March at 12:00.**

If you have not heard from us within 3 months of the closing date, please accept that your application was not successful.

**MRE MOGOPOLI  
MUNICIPAL MANAGER**

**27 February 2022**