



GREATER LETABA MUNICIPALITY

Greater Letaba Municipality invites suitably qualified candidates to apply for the following positions:

CORPORATE SERVICES DEPARTMENT

DIRECTOR: CORPORATE SERVICES (Re-advertisement)

TOTAL REMUNERATION PACKAGE: NEGOTIABLE

Contract shall endure until twelve months after the next local government elections.

REQUIREMENTS:

An appropriate Bachelor's Degree or equivalent. The candidate must have obtained or be pursuing the National Treasury competency level qualification (ELDP, CPMD or MFMP). A postgraduate qualification in a relevant field will be an added advantage. The candidate must have at least a minimum of Five years relevant management experience preferably in local government. Valid driver's license.

COMPETENCIES:

- In-depth knowledge and extensive understanding of Human Resource management, Labour relations, Skills development, Occupational health and safety, Legal services, Council services, Information technology, different municipal regulations and related legislative frameworks.
- A dynamic, self-starter, results-driven, innovative and team player with strong strategic leadership and management abilities.
- Ability to work long hours and under pressure.
- Knowledge in multi-discipline is essential.
- Interpretation and implementation of the legislative and national policy frameworks.
- Advanced mediation and negotiation skills.
- Excellent written and verbal communication skills.

KEY PERFORMANCE AREAS:

- Provide strategic support and oversee the provision of effective support services by units within the directorate which includes human resources, information technology, legal services, council secretariat and administration, occupational health and safety, and customer care.
- Develop and manage the formulation and implementation of human resource strategy and plan, by-laws, policies and procedures in line with national policy framework and guidelines.
- Compile and review delegation of powers and functions.
- Provide strategic leadership in employee provision and utilization.
- Manage the provision of secretariat services to Council and its committees.
- Compile the directorate's quarterly, mid-term and annual reports in line with the council resolutions and other state organs.
- Address the directorate audit queries raised by the Auditor-General and Internal Auditor.
- Ensure that compliance and risk management system implementation within the directorate is executed.

Greater Letaba 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 these positions and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill any of the advertised position(s).

Interested persons may send an application letter stating clearly the position the applicant is applying for. Certified copies of academic qualifications and the curriculum vitae must accompany all applications. Short listed candidates may 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 60 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing

NB: Suitable candidates will be subjected to security vetting, personal suitability checks (criminal record, credit record, qualification and employment verification).

Please forward all applications to: **The Municipal Manager, Greater Letaba Municipality. P.O. Box 36, Modjadjiskloof. 0835**, or applications may be hand delivered at the **Municipal Offices. Civic Centre, 44 Botha Street, Modjadjiskloof** and no faxed or e-mailed applications will be accepted.

Enquiries : Mr. Chuene K.R/ Ms. Mahlagaume T.M @ 015 309 9246

Closing date: 29 November 2013

MUNICIPAL MANAGER

MASHABA T.G