

GREATER LETABA MUNICIPALITY

P.O Box 36, Modjadjiskloof, 0835, Tel (015) 309 9246/7/8,
Fax (015) 309 9419, Email:greaterletaba@glm.gov.za

DIRECTOR: CORPORATE SERVICES

(Fixed Period ending 12 months after the election of a new Council)

REMUNERATION PACKAGE: R 894 447.00 - R 1 022 226.00 - R 1 133 463.00 p.a

(Total remuneration package will be paid as per the applicable Determinations on Upper Limits)

REQUIREMENTS:

A bachelor's degree in public administration / Management Sciences / Law; or equivalent. Five (5) years' experience at a middle management level and have proven successful management experience in administration. A Qualification relating to the National Treasury Competency Requirements for Senior Officials i.e CPMD/MFMP/ELMDP will be an added advantage. A code EB driver's license. Computer literacy.

KNOWLEDGE AND COMPETENCIES:

Good knowledge and understanding of relevant policy and legislation. Good knowledge and understanding of institutional governance systems and performance management. Must have extensive knowledge of the public office environment. Good knowledge of corporate support services including human capital management, legal services, facilities management, information communication technology and Council support. Good knowledge of PPPF, Labour Relations Act and other labour related prescript. Legal background and human capital management. Knowledge of coordination and oversight of all specialized support functions. Must possess proven skills in respect of planning and organizing, problem solving, presentation, conflict resolution, communication, strategic leadership, financial management, governance, risk and change management, program and project management, and people management.

KEY PERFORMANCE AREAS:

Provide strategic leadership in Corporate Services directorate. 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 organizational development. Responsible for developing organizational 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

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strategic planning and innovative leadership. Ability to negotiate at all levels. Responsible for legal services, ICT, council support services, employee assistance program, administration, and archives. The successful candidate shall report to the Municipal Manager.

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 this position. Candidates whose appointment promote representation will receive preference. The municipality reserves the right not to fill any of the advertised positions.

Applications should be submitted on an official application form obtainable from the municipal website (www.greaterletaba.gov.za) / Greater Letaba municipality offices and must be accompanied by comprehensive curriculum vitae, certified copies of academic qualifications (*including computer literacy certificate*), academic records, Identity Document, and driver's license. Short listed candidates will be required to produce original copies of qualifications and identity document on or before the appointment.

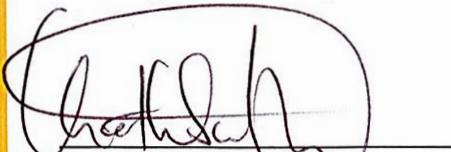
NB: When you apply for this post, you give the municipality consent to process your personal information. The successful candidate will be subjected to security vetting, required to submit disclosure of financial interest, be expected to sign an employment contract and performance agreement. Recommended candidates will be subjected to competency assessment test.

Correspondences will only be entered into with short listed candidates. Applicants will be penalized for canvassing.

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, Botha Street, Modjadjiskloof**. Faxed or e-mailed applications will not be considered.

Enquiries must be directed to Mr. Malola M.P/ Mr Mapatha S.P at 015 309 9246/7/8.

Closing date: 21 May 2021, 12H00.



Mrs Mathabatha T.M
ACTING MUNICIPAL MANAGER

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