



# EPHRAIM MOGALE LOCAL MUNICIPALITY

**Ephraim Mogale**  
Local Municipality

## CAREER ADVERT

**Ephraim Mogale Local Municipality** is committed to employment practices as enshrined in the Employment Equity Act. People living with disabilities; Coloureds; Indians and women are encouraged to apply.

**EPHRAIM MOGALE LOCAL MUNICIPALITY INVITES SUITABLY QUALIFIED APPLICANTS TO APPLY FOR THE UNDER-MENTIONED POSITION.**

**DEPARTMENT: CORPORATE SERVICES**

### **JOB TITLE: DIRECTOR CORPORATE SERVICES**

**Reporting to:** Municipal Manager

**Remuneration:** R 685 806.00 --- R770 569. 00—R855 331.00

**Employment Period:** A five year fixed term employment contract with the signing of performance contract in terms of municipal systems act 32 of 2000 as amended by act 7 of 2011.

**Requirements:** Bachelor Degree in Public Administration/Management Sciences/Law or equivalent qualification  
• A minimum of five (5) years' experience at middle management level • Have proven successful management experience in administration • Computer literacy (MS Word and Excel) • Negotiation and problem solving skills • A valid driver's license

**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 • 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 specialized support functions.

**Key Performance Areas :** Provide strategic guidance and leadership pertaining to Corporate Services • Ensure the efficient and effective management and utilisation of human capital • Ensure management of Administrative and Legal Division • Deliver auxiliary support services to Council • Provide corporate image marketing services • Manage the Department of Corporate Services in accordance with the relevant Municipal Legislation • Implement the relevant part of the Municipality's integrated development plan and monitoring the progress with regard to implementing of the Service Delivery and Budget Implementation Plan (SDBIP) • Take overall responsibility for the Department and its sub-sections so that the key strategic objective services are rendered • Lead, direct and manage staff within the Department so that they are able to meet their objectives

Please forward your application on the APPLICATION FORM (which can be obtained from municipal website: [www.ephraimmogalelm.gov.za](http://www.ephraimmogalelm.gov.za) and also from any municipality in South Africa); accompanied by CV; certified copies of required qualifications; Identity document and driver's license to the Municipal Manager, Ephraim Mogale Local Municipality, P.O. Box 111, MARBLE HALL, 0450. Faxed and e-mailed applications will not be accepted.

More information can be obtained from: (013) 261 8400 / (013) 261 8425 / (013) 261 8431 during office hours.

Ephraim Mogale local municipality reserves the right to fill or not to fill this position.

**NB:** Fraudulent qualifications or documentation, including driver's license, will immediately disqualify any applicant. A candidate who canvasses any Councillor or Municipal Officials for preference will immediately be disqualified from the selection process and/or from appointment.

**Closing date:** 26 February 2016.

Should applicants not be notified of the outcome of their application within three (3) months after the closing date, they should regard their application as unsuccessful, as there will be no further correspondence.

**Note:** Reference check (Security clearance or vetting) will be conducted on the shortlisted candidates.

**MATHEBELA MM - MUNICIPAL MANAGER**