



**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**

### DIRECTOR CORPORATE SERVICES

**Reporting to:** Municipal Manager

**All inclusive Package:** R726 954.00 - R816.803.00 - R906651.00 per annum.

**Employment terms:** A FIVE years fixed term performance based contract. The incumbent will be expected to sign an employment contract, a performance agreement and disclosure of financial interest and will undergo a competency test. The remuneration package is as published in Government Gazette no. 40118 dated the 4th July 2016.

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

**Requirements:** Bachelor Degree in Public Administration / Management Sciences / Law or equivalent qualification • Minimum of five (5) years' experience at middle management level • Have proven successful management experience in administration • Good knowledge and understanding of relevant policies 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, Council Support, Information Communication Technology and Record Management • Good knowledge of supply chain management regulations and the preferential procurement policy Framework Act, 2000 (Act no.5 of 2000). Labour Relations Act, and other labour-related prescripts, Legal background and human capital management and knowledge of coordination of and oversight of all specialised support functions • Meet competency minimum competency levels as per MFMA as well as competency requirement by MSA • Computer knowledge (MS Word and Excel) • A valid driver's license.

**Core Competencies (Responsibilities/ duties):** Strategic Direction and Leadership, People Management, Program and Project Management, Financial Management, Change Leadership, Governance Leadership Moral Competency, Planning and Organizing, Planning and Organizing, Analyze and Innovation, Knowledge and Information Management, Communication, Results and Quality Focus • Provide strategic guidance and leadership pertaining to Corporate Services • Ensure the efficient and effective management and utilization 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 Legislations • Implement the relevant part of the Municipality's integrated development plan and monitor 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 the organizational objectives.

**Please forward your application on the prescribed APPLICATION FORM (marked Application form for Senior Managers obtainable 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 or (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: 02 DECEMBER 2016 AT 16:30**

**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.**

**MATHEBELA MM - MUNICIPAL MANAGER**