



# Mafube Local Municipality

## OFFICE OF THE MUNICIPAL MANAGER

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Enquiries: Adv. M.F Lepheana

OUR REF: 10/1/1

Date: 30<sup>th</sup> November 2023

### EXTERNAL RE- ADVERTISEMENT

**Mafube Local Municipality** comprises of the following towns: **Frankfort, Villiers, Tweeling and Cornelia**. Mafube Local Municipality subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past and need to appoint a suitable and experienced person in the under mentioned position. People with the skill and expertise to discharge the duties of the under mentioned position are invited to apply.

JOB ADVERTISEMENT			
<b>JOB TITLE</b>	<b>DIRECTOR CORPORATE SERVICES</b>		
<b>TERM OF APPOINTMENT</b>	Permanent		
<b>PLACE TO BE STATIONED</b>	Frankfort municipal offices		
<b>REMUNERATION PACKAGE</b>	As per the Total Remuneration Package for senior managers, published in Government Gazette No.47538 dated 18 November 2022 for a Category 3 municipality:		
	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
	R907 864	R1 037 559	R1 150 465
	The pay scale will be determined by competence based assessment outcome, experience and qualifications.		
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>A Bachelor Degree in Public Administration/ Management Science/ Law/ other relevant field or equivalent qualification,</li> <li>Minimum of Five (5) years' experience at middle management level preferably in the local government environment Have proven successful management experience in administration</li> <li>A valid driver's license and a suitable vehicle for proper performance of duties.</li> <li>Willingness to work irregular hours with extensive traveling.</li> <li>Adherence to Schedule 2 of Government Gazette 37245 dated 17 January 2014.</li> </ul>		
<b>ADDED ADVANTAGE</b>	<ul style="list-style-type: none"> <li>A Certificate Programme in Municipal Development (CPMD) or Municipal Finance Management Programme (MFMP) - (if not in possession thereof, the appointee will be afforded 18 months to obtain the qualification in terms of Government Gazette 29967 as amended by Government Gazette 41996)</li> </ul>		



	<ul style="list-style-type: none"> <li>• A relevant post graduate qualification</li> <li>• Registration/membership with a relevant recognized Professional body</li> </ul>
<b>KNOWLEDGE, SKILLS, COMPETENCIES AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Must meet competency levels (Leading &amp; Core Competencies) for Senior Managers as published in the Government Gazette No 37245 dated 17 January 2014</li> <li>• Good knowledge and understanding of Local Government-environment, relevant policies and legislation</li> <li>• Good knowledge and understanding of institutional governance systems and performance management</li> <li>• Proven successful management experience in administration</li> <li>• Good knowledge of Corporate Support Services, including Human Capital, Legal Services, Information and Communications Technology (ICT), Council Committee Support services, Registry, Communications and Customer Relations Act, and other coordination and oversight of all specialized support functions</li> <li>• Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act 5 of 2000</li> <li>• Good Governance, Labour Relations Act, and other labour related prescripts</li> <li>• Knowledge of coordination and oversight of all specialized support functions</li> <li>• Ethical, integrity, honesty, maturity and courtesy *Diplomacy and commitment to providing progressive democratic and accountable government * Strategist and excellent corporate planner * Excellent communication (written and verbal) and motivational skills * Interpersonal skills and Customer focused * Advanced negotiation skills * conceptual and Analytical thinker * Diversity management skills. * Computer literacy in MS Word, Excel and PowerPoint.</li> </ul>
<b>KEY PERFORMANCE AREAS</b>	<p>Reporting to the Accounting Officer, will be responsible for:</p> <ul style="list-style-type: none"> <li>• Leading and providing strategic direction to the Corporate Services Directorate, ensuring the Municipality is provided with an effective support service regarding Corporate Administration, Human Resources and Legal Services</li> <li>• Contribution towards the development of the Integrated Development Plan (IDP) as the strategic document of the institution together with the Service Delivery Budget &amp; Implementation Plan (SDBIP)</li> <li>• Developing, implementing and managing strategic goals, policies, procedures and plans for the directorate and aligning it with the Municipality's strategic objectives</li> <li>• Managing Human Resources portfolio in accordance with Labour Legislation and various national and divisional Collective agreements</li> <li>• Managing Corporate Administration functions, which relate to the provision of Records Management, Council and Committee Secretariat</li> <li>• Managing and facilitating Legal Services, including updating Statutes and Council By-laws</li> <li>• Facilitating and managing the Directorate staff, budget planning, implementation and budget review to support priorities and</li> </ul>

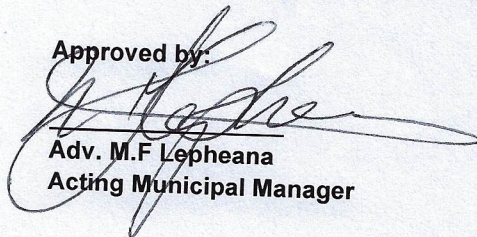


	<p>deliverables in relation to the Integrated Development Plan</p> <ul style="list-style-type: none"> <li>• Advising the Municipal Manager timeously and effectively on matters pertaining to the directorate.</li> <li>• Providing advice and support to Council and other Office Bearers on all functions of the Directorate</li> <li>• Providing visionary and innovative leadership to a diverse workforce, to ensure optimal utilization of the Council's resources in terms of implementing its strategic objectives articulated in the IDP and in the fulfillment of its statutory mandate.</li> <li>• Ensure that municipal Performance Management System is fully implemented in the Directorate</li> <li>• Integrating functional output with other directorates</li> <li>• Ensure compliance in all areas of work.</li> </ul>
<b>CORE FOCUS AREAS</b>	<ul style="list-style-type: none"> <li>• Human Resources Management</li> <li>• Legal Service</li> <li>• Information and Communication Technology (ICT)</li> <li>• Communications &amp; Customer Relations Management</li> <li>• Administration Services</li> <li>• Council and Committee administration</li> <li>• Corporate support to other directorate</li> </ul>
<b>APPLICATIONS</b>	<p>We appreciate your demonstrated interest of being part of Mafube Local Municipality.</p> <ul style="list-style-type: none"> <li>• Only SA citizens or permanent residents are eligible to apply</li> <li>• <b>Application form:</b> The applicants must submit an originally completed standard application form (Annexure C of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers) which can be downloaded directly from <a href="http://www.gpwonline.co.za">www.gpwonline.co.za</a>, together with their CV containing at least three contactable references (telephonically and e-mail) and originally certified copies (not older than 3 months) of qualifications, ID/ proof of permanent residency, and driver's license. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof.</li> <li>• <b>The Acting Municipal Manager: Adv. M.F Lepheana; P.O Box 2; Frankfort; 9830, at email address: <a href="mailto:advlephe@gmail.com">advlephe@gmail.com</a> alternatively the applications can be hand delivered at the Municipality during office hours at 64 JJ Hadebe Street, Frankfort, Office no 6, Ground Floor, Office of the Acting Municipal Manager.</b></li> <li>• Shortlisted candidates will be subjected to vetting processes (i.e. reference and qualification checks as well as any previous misconduct or criminal record verification) to determine suitability.</li> <li>• Applicants submitting their curriculum vitae in response to this advertisement specifically agree and authorize Mafube Local Municipality and or/ its representatives to undertake the necessary confirmation/ certification of any information or documents in the curriculum vitae. The applicant therefore gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act (include signed consent letter).</li> </ul>



	<ul style="list-style-type: none"> <li>• Recommended candidate(s) will be subjected to a two-day competency based assessment for prior appointment.</li> <li>• <b>The successful candidate:</b> Will be stationed at the administrative offices of the Municipality as situated in Frankfort; but will be expected to regularly visit the towns that comprise the municipality, furthermore Council reserves the right to place and move the candidate anywhere within the municipal jurisdiction.</li> <li>• The appointee will be expected to sign an employment contract before assumption of duty, and performance agreement and disclosure of financial interest within 60-days of appointment and then annually thereafter.</li> <li>• On appointment the appointee should not be holding any political office in a political party whether in a permanent, temporary or acting capacity.</li> <li>• <b>NOTE: No faxed applications will be accepted.</b></li> <li>• The Municipality reserves the right to reference check all short listed candidates and verify their qualifications.</li> <li>• The employer reserves the right not to fill the position if no suitable candidate is found.</li> <li>• Correspondence will be limited to shortlisted candidates only and applicants who have not been contacted within 30-days from the closing date should consider their applications unsuccessful.</li> <li>• Direct or indirect canvassing for preferential treatment will result in automatic disqualification of affected candidate.</li> <li>• <b>The appointment will be made in compliance with the provisions of the relevant sections of the Local Government Municipal Systems Amendment Act, 3 of 2022, and other relevant Legislation and Regulations.</b></li> </ul>
CONTACT PERSON FOR ENQUIRIES	Adv. M.F Lepheana, Tel: 063 644 9157
CLOSING DATE OF APPLICATIONS	27 <sup>th</sup> December 2023

Approved by:



Adv. M.F Lepheana  
Acting Municipal Manager