EMALAHLENI LOCAL MUNICIPALITY

NOTICE NO: HR 07/2019

DIRECTOR: CORPORATE SERVICES

(RE-ADVERTISEMENT)

SALARY PACKAGE NEGOTIABLE

Emalahleni Municipality is a Grade 2 municipality comprising of the towns of Indwe, Dordrecht, and Cacadu, villages around these towns and with its seat in Cacadu. Emalahleni Municipality is an equal opportunity employer and subscribes to the principles of employment equity. The Municipality invites suitable qualified candidates to apply for the following positions apply for the filling of the position of DIRECTOR: CORPORATE SERVICES for a five-year fixed term performance employment contract.

PURPOSE OF THE JOB

As the Director: Corporate Services you will assume executive-level accountability by providing strategic support to all the business units of the organization in terms of Human Resources and Labour Relations, General Administration, Information Technology, Stakeholder Management and Legal Services.

MINIMUM REQUIREMENTS

- B Degree in Administration, Public administration/ Management Sciences/ Law, or equivalent qualification
- 5 Years' experience at senior and middle management level in public sector but preferable in Local Government or municipal environment
- A CPMD-MF (Certificate Programme in Management Development – Municipal Finance) qualification will be an added advantage
- Valid Driver's licence Code 08/EB as a minimum.
- Computer Literacy

KEY PERFRORMANCE AREAS

- Overall management of the Corporate Services Directorate/ business unit
- Policy formulation, strategy development, corporate governance promotion.
- Providing strategic support to the Municipality in terms of Human Resources and Labour Relations, General Administration, Legal Services, Information Technology, Records and Archives Management, Fleet Management and Council Support.
- Implementation of the Human Resources Plan in order to meet the strategic objectives of the municipality.
- Monitoring the implementation of the SDBIP and policies
- Managing the departmental budget
- Knowledge and understanding of relevant policy and legislation
- Knowledge and understanding of institutional governance systems

PLEASENOTE:

1. Emalahleni Local Municipality is an equal opportunity, affirmative action employer. It is our intention to promote representation (race, gender and disability) in the Municipality through this position.

2. It is compulsory to submit your application on an **APPROVED EMALAHLENI LM APPLICATION FORM** and failure to complete the form will result on disqualification of your application.

3. Submit your application form available on the website *www.emalahlenilm.gov.za,* accompanied by a comprehensive CV, certified copies of your qualifications and competency certificates, certified identity document and certified copy of your valid driver's license.

4. No faxed CV's or e-mail applications will be accepted. It will be expected of candidates to be available for selection interviews on a date and time as determined by the Municipality. If the candidate/ applicant is found canvassing any of the panellists he / she automatically disqualify him/herself.

5. Appointment will be subjected to compulsory pre-employment screening in the form of determining the validity qualifications, current and previous employment reference check, criminal checks (security vetting) and competency assessment.

6. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted after 30 days from the closing date of the advertisement, please consider your application unsuccessful.

7. Closing date of the advertisement is **the 16 September 2019 at 16:30**

"The Municipality reserves a right not to appoint"

Applications should be addressed to:
EMALAHLENI Local Municipality
HUMAN RESOURCES SECTION
(Ref: Director Corporate Services)
Private Bag X1161
CACADU
5410
 Or Hand delivered to 37 Indwe Road, CACADU, 5410

Mr G.P. De Jager
Acting Municipal Manager
Emalahleni Local Municipality

MUNICIPAL MANAGER'S OFFICE
APPROVED
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MUNICIPAL MANAGER
EMALAHLENI MUNICIPALITY
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