

JOE GQABI DISTRICT MUNICIPALITY

NOTICE NO: 74 /2024

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Mount Fletcher and the rural part of Tsolo and Qumbu).

DIRECTOR: CORPORATE SERVICES

(PERMANENT POSITION)

The Joe Gqabi District Municipality hereby invites applications from suitably qualified persons for the above-mentioned position which will be based in Barkly East. Appointment will be made in terms of section 56 of the Municipal Systems Act 32 of 2000. Appointment is subject to compliance with the minimum prescribed higher educational qualification, experience and attainment of demonstrated evidence of competent, advanced or superior competency level as measured against the competency requirements for senior managers as set out in the Regulations on Appointment and Conditions of Employment of Senior Managers.

REMUNERATION

An all-inclusive remuneration package based on the Upper Limits for Senior Managers as published on 14 June 2023 is on offer:

Minimum: R 1 016, 855.00 / Midpoint: R1 158,646.00 / Maximum: R1 315, 065.00 plus 4% remote allowance.

The Municipality intends to apply for a deviation from the prescribed remuneration package. This remuneration package is subject to the signing of an annual performance contract and a disclosure of financial interest.

REQUIREMENTS

- South African Citizenship and permanent residency within the Republic of South Africa is an essential requirement.
 - A relevant Bachelor's Degree in Public Administration / Management Sciences /Law or equivalent qualification.
 - A postgraduate qualification in the above-mentioned fields will serve as an added advantage.
 - A minimum of 5 years' relevant experience at middle management level.
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- Proven successful strategic management experience in administration is essential.
- Good knowledge and understanding of relevant policies and legislation.
- Good knowledge and understanding of institutional governance and performance management systems.
- Good knowledge of Corporate Support Services.
- Understanding of council operations and delegation of powers.
- Ability to display and implement the core competencies as stipulated in the Regulations on Appointment and Conditions of Employment of Senior Managers.
- Good knowledge of supply chain management regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) and related legislation.
- Registration with a relevant professional body will serve as an added advantage.
- A valid Code B driver's licence.
- **MINIMUM COMPETENCY REQUIREMENTS**: Applicants must meet the competency requirements prescribed in terms of the Local Government: Municipal Regulations on Minimum Competency Levels for Accounting Officers, Senior Managers, Finance Officials, and Other Officials Responsible for Supply Chain Management of Municipalities and Municipal Entities. Applicants who do not meet the above competency requirements must attain such within 18 months from the date of appointment.

REQUIRED COMPETENCIES

The following competencies are required in terms of the Local Government: Competency Framework for Senior Managers:

- Strategic direction and leadership.
- People Management
- Program and Project Management
- Financial Management
- Change Leadership
- Governance Leadership

In addition to the above the following core competencies that enhance contextualized leadership are also required:

- Moral Competence
- Planning and Organizing
- Analysis and Innovation
- Knowledge and Information Management
- Communication
- Results and Quality Focus

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KEY PERFORMANCE AREAS

The incumbent will report directly to the Municipal Manager and will be expected to assume total responsibility for:

- Strategically leading, managing and performing duties of the Directorate by developing and implementing departmental objectives, policies, procedures, systems and controls in order to ensure an efficient and effective support service function to the Municipality.
- Assuming overall responsibility for the Human Capital Management (HCM) function within the Municipality by developing and implementing an integrated Human Resources Strategy that directs and monitors all deliverables associated with the HCM function.
- Directing and providing advice pertaining to occupational health and safety related matters within the Municipality.
- Assuming overall responsibility for the Legal Services function by developing and implementing a Legal Services Strategy that drives and monitors all deliverables associated with the provision of legal services in support of all operations of the Municipality.
- Assuming overall responsibility for the Council Support, Auxiliary Services, Security Services and Facilities Management functions within the Municipality in order to ensure existence of effective secretariat, record keeping and maintenance functions within the Municipality.
- Assuming overall responsibility for the Fleet Management functions within the Municipality in line with the relevant policy provisions governing this function.
- Performing all functions, duties and responsibilities as contained in relevant local government legislations and management of staff towards fulfilling core basic service delivery functions of the Directorate.
- Promoting sound labour relations and compliance with applicable labour legislation within the Directorate.
- Monitoring the implementation of the municipality's by-laws as well as any other applicable legislation impacting on the local government sphere and providing an effective support service on matter related thereto.
- Exercising of any powers and performing any duties delegated by the municipal manager, the municipal council or other delegating authorities within the municipality.
- Performing any other function that may be assigned by the municipal council or the Accounting Officer in the capacity as the Director: Corporate Services of the municipality.
- Assuming overall responsibility for all income and expenditure as well as budget management related matters of the Directorate.
- Complying with all other legislated duties as contained in various legislative instruments guiding the operations of the Local Government sphere.

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It is important to note that shortlisted candidates will be subjected to the required assessment processes. Previous and current employers and references will be contacted and candidates must also be willing to have their qualifications, criminal records, driver's licence and credit record verified.

Kindly submit a detailed CV together with the prescribed 'Senior Manager Application Form' and relevant valid certificates and documents to the attention of the Manager: Human Resources and Labour Relations or alternatively electronically apply via e-mail on recruitment@jqdm.gov.za. No faxed or late applications will be accepted. Application forms can be downloaded on our website, www.jqdm.gov.za. Canvassing and/or lobbying of Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant.

Please note that non-completion of the prescribed senior manager application form will immediately disqualify any applicant. The DPSA Z83 application form will not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.jqdm.gov.za>.

The Joe Gqabi District Municipality is committed to Employment Equity and to the creation of a working environment that is welcoming of all applicants and appointment will be made according to the Municipality's Employment Equity Plan, which ensures representation of designated groups in the municipality. Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications can also be hand delivered at the address indicated below:

ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS



Mr. M.P Nonjola
Municipal Manager
Cnr Cole and Graham Street
Private Bag X102
BARKLY EAST
9786

Enquiries can be directed to Ms. Thembisa Toto at thembisa@jqdm.gov.za.

Tel No: (045) 979 3000

File No: 4/6/3/8

CLOSING DATE: 30 MAY 2024