

## **RE-ADVERTISEMENT: THREE DIRECTORS POSITIONS**

### **NOTICE HRM 02/03/2019**

Enoch Mgijima Local Municipality is a Category Four Municipality comprising of six (6) towns, Komani, Whittlesea, Tarkastad, Hofmeyr, Sterkstroom and Molteno, situated in the Northern Part of the Eastern Cape Province. The Municipality is looking for the services of committed, suitably qualified, experienced and highly motivated individual to fill the following positions on a 5-year fixed-term contract as determined by Section 57 of the Municipal Systems Act, No. 32 of 2000:

#### **1. REF NO. HRM MM 01/2019 OFFICE OF THE MUNICIPAL MANAGER DIRECTOR: CORPORATE SERVICES**

##### **Remuneration:**

Minimum point Minimum point R932,548; Midpoint R1,078,089; Maximum point R1,223,632 per annum as per the Upper Limits of Total Remuneration Package Payable to the Directors who are Directly Accountable to the Municipal Managers

##### **Requirements:**

- Bachelor's Degree in public administration/Management Science/Law or equivalent
- Compliance with the minimum competency requirements as legislated in Government gazette No 29967 issued on 15 June 2007, you must obtain the minimum competency level in the unit standards for each competency area within 18 months from the date of appointment.
- A minimum of 5 years' experience at Middle Management level and proven successful management experience in administration
- Willingness to work irregular hours with extensive travelling
- Compliance with limitation of political rights as contained in the Municipal Systems Amendment Act, 7 of 2011
- Strategic leadership and management skills
- Strategic financial management skills
- Sound knowledge and understanding of computer packages (MS Word, MS Excel, MS PowerPoint and MS Outlook)
- Operational financial management skills
- Financial and performance reporting skills
- Good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding of institutional governance systems and performance management
- Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000)

- Knowledge of good governance, Labour Relations Act, and other Labour-related prescripts

## **Key Performance Areas:**

### Core Functions:

Reporting directly to the Municipal Manager, the successful candidate will be responsible for the following:

- Leading and managing staff within the Directorate to enable them to meet their objectives
- Good knowledge of Corporate Services in a municipal environment including:
  - Administration, Council Support Services and Records Management,
  - Human Capital,
  - Human Resources Management and Development,
  - Information Communication Technology, and
  - Fleet Management
- Rendering support services to Council, Management, Satellite Offices and Organised Labour
- Leading and liaising with the legal section so that the Council is proactively protected, and that by-laws and other legal documents are suitably drafted
- Leading and managing the Secretariat Services so that the Council and Mayoral Committee Meetings are provided with an effective committee service, its resolutions are executed, and that general council administration operates efficiently
- Managing and coordinating the flow of information and correspondence from internal and external sources
- Overseeing the implementation of the Labour Relations Acts, Basic Conditions of Employment Equity and Skills Development Acts.
- Developing, implementing and managing strategic goals, policies, procedures and plans for the Directorate and align them with the strategic objectives of the Municipality,
- Integrating service delivery in the context of the Council's Integrated Development Plan (IDP) and overseeing implementation
- Perform financial monitoring through commissioning, operations and maintenance to ensure effective and efficient functioning of the department with the budgetary constraints of the Municipality;
- Provide strategic leadership in relation to the development, implementation, monitoring and reporting on Service Delivery and Budget Implementation of the Directorate
- Coordinate and supervise the implementation of programmes and projects;
- Ensure diligent execution of municipal functions and management of the department in accordance with applicable legislation;
- Providing advice and support to Council, the Municipal Manager and other office bearers on all function of the Directorate.

**2. REF NO HRM MM 02/2019**  
**OFFICE OF THE MUNICIPAL MANAGER**  
**CHIEF OPERATIONS OFFICER**

**Remuneration:**

Minimum point Minimum point R932,548; Midpoint R1,078,089; Maximum point R1,223,632 per annum as per the Upper Limits of Total Remuneration Package Payable to the Directors who are Directly Accountable to the Municipal Managers

**Minimum requirements:**

- Bachelor's Degree in public administration
- Compliance with the minimum competency requirements as legislated in Government gazette No 29967 issued on 15 June 2007, you must obtain the minimum competency level in the unit standards for each competency area within 18 months from the date of appointment.
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management system
- Good Governance
- Good knowledge of supply chain management regulations and the preferential procurement policy framework act, 2000 (Act No. 5 of 2000)
- A minimum of 5 years' experience at Middle Management level and proven successful management experience in administration
- Willingness to work irregular hours with extensive travelling
- Compliance with limitation of political rights as contained in the Municipal Systems Amendment Act, 7 of 2011
- Strategic leadership and management skills
- Strategic financial management skills
- Operational financial management skills
- Sound knowledge and understanding of computer packages (MS Word, MS Excel, MS PowerPoint and MS Outlook)
- Financial and performance reporting skills
- Good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding of institutional governance systems
- Ability to work under pressure
- Sound knowledge of Local Government and Management.
- Valid Code EB Driver's License.

**Key Performance Areas:**

**Core Functions:**

- Provide strategic support to the Executive Mayor, Speaker, Chief Whip and the Municipal Manager's Office
- Management and co-ordination of administrative functions in the Executive Offices

- Facilitation and co-ordination of Council's
  - Legal Services Support,
  - Municipal Public Accounts,
  - Integrated Planning and Performance Management,
  - Communications,
  - Internal Auditing, and
  - Risk Management
- Research and prepare all draft speech notes for the Executive Mayor, Speaker, Chief Whip and Municipal Manager
- Developing, implementing and managing strategic goals, policies, procedures and plans for the Directorate and align them with the strategic objectives of the Municipality,
- Integrating service delivery in the context of the Council's Integrated Development Plan (IDP) and overseeing implementation
- Perform financial monitoring through commissioning, operations and maintenance to ensure effective and efficient functioning of the department with the budgetary constraints of the Municipality;
- Provide strategic leadership in relation to the development, implementation, monitoring and reporting on Service Delivery and Budget Implementation of the Directorate
- Coordinate and supervise the implementation of programmes and projects;
- Ensure diligent execution of municipal functions and management of the department in accordance with applicable legislation;
- Providing advice and support to Council, the Municipal Manager and other office bearers on all function of the Directorate.
- Develop and maintain efficient linkages between the Executive Offices and all internal and external stakeholders

**3. REF NO HRM MM 03/2019  
OFFICE OF THE MUNICIPAL MANAGER  
DIRECTOR: COMMUNITY SERVICES & PUBLIC SAFETY**

**Remuneration:**

Minimum point R932,548; Midpoint R1,078,089; Maximum point R1,223,632 per annum as per the Upper Limits of Total Remuneration Package Payable to the Directors who are Directly Accountable to the Municipal Managers

**Minimum requirements:**

- Bachelor's Degree in social sciences/ Public administration/ Law.
- Minimum of 5 years at middle management level.

- Have proven successful institutional transformation within public or private sector
- Compliance with the minimum competency requirements as legislated in Government gazette No 29967 issued on 15 June 2007, you must obtain the minimum competency level in the unit standards for each competency area within 18 months from the date of appointment.
- Advanced knowledge and understanding of relevant policy and legislation;
- Advanced understanding of institutional governance systems and performance management;
- Proven experience and understanding of municipal council operations, delegation of powers and the core functional areas of the post.
- Good knowledge of Supply Chain Management Regulations and Preferential Procurement Policy Framework Act 2000
- Sound knowledge and understanding of computer packages (MS Word, MS Excel, MS PowerPoint and MS Outlook);
- Ability to work under pressure
- Sound knowledge of Local Government and Management.
- Valid Code EB Driver's License.

### **Key Performance Areas:**

Core functions: Library Services;

- Traffic Services,
- Waste Management;
- Parks and Recreation;
- Law enforcement and Security Services;
- Fire Brigade and Disaster Risk Management Services;
- Community Facilities;
- Community Liaison and Community Development
- Developing, implementing and managing strategic goals, policies, procedures and plans for the Directorate and align them with the strategic objectives of the Municipality,
- Integrating service delivery in the context of the Council's Integrated Development Plan (IDP) and overseeing implementation
- Perform financial monitoring through commissioning, operations and maintenance to ensure effective and efficient functioning of the department with the budgetary constraints of the Municipality;
- Provide strategic leadership in relation to the development, implementation, monitoring and reporting on Service Delivery and Budget Implementation of the Directorate
- Coordinate and supervise the implementation of programmes and projects;
- Ensure diligent execution of municipal functions and management of the department in accordance with applicable legislation;
- Providing advice and support to Council, the Municipal Manager and other office bearers on all function of the Directorate.

**NB: THOSE APPLICANTS THAT PREVIOUSLY APPLIED FOR THE ABOVE-MENTIONED POSTS NEED NOT TO RE-APPLY AS THE SAID APPLICATIONS WILL BE DEEMED VALID AND WILL BE CONSIDERED.**

**Please note:**

- Applications are invited from all suitable candidates by the submission of a covering letter clearly identifying the position for which you are applying for, together with Curriculum Vitae, Copies of all qualifications and all other supporting documents.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to submit proof thereof with application.
- Any misrepresentation in respect of any qualifications, information or documents provided will render the application ineligible
- All applicants must fill in the Application Form for Employment: Annexure C of Government Gazette No 37245 dated 17 January 2014 or an official municipal application form. This official application form can be obtained on the municipal website at enochmgijima.gov.za or the Human Resources Division of the municipality at:

70 Cathcart Road  
Town Hall Building  
Komani  
5320.

- No applications will be considered if not accompanied by an application form
- Short-listed or recommended candidates will be subjected to security vetting and formal competency-based assessment over a period of 2 days prior to appointment.
- The appointed candidates will be expected to sign an employment contract on or prior to the assumption of duty, a performance agreement (60 days after appointment and 30 days within the new financial year) and disclosure of financial interest
- Canvassing will automatically disqualify a candidate
- The appointed candidate will be stationed at the municipal head offices in KOMANI.
- Council reserves a right to place and move candidates anywhere in the Municipality
- Correspondence will only be entered with short-listed candidates.
- If an applicant does not hear from the Municipality within 3 months of the closing date of this advert, please accept that you have not been considered for appointment.

All applications should be submitted to:

The Office of the Municipal Manager  
Private Bag X7111  
Komani  
5320

**OR Hand Delivered to**

The Office of the Municipal Manager  
70 Cathcart Road  
2<sup>nd</sup> Floor, Town Hall Building  
Komani  
5320

**The Enoch Mgijima 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.**

**Enquiries:** Acting Municipal Manager, Mr S. Nomandela Tel. (045) 807-2606 and the Office of the Administrator, Ms. A. Braweni on 0458072602

**CLOSING DATE OF APPLICATIONS**

Application must be submitted on or before 12 April 2019 at 12h00.

**NB: *NO EMAILED OR FAXED APPLICATIONS WILL BE ENTERTAINED.***

**V. MLOKOTHI**  
**ADMINISTRATOR**

**TOWN HALL**  
**CATHCART ROAD**  
**KOMANI**