

**EMTHANJENI MUNICIPALITY**



**NOTICE NO: 09 /2018**

**RE-ADVERTISEMENT**

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates and people with disabilities to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

**DIRECTORATE: COMMUNITY SERVICES**

**POSITION:** Director: Community Services  
**LEVEL:** Manager Directly Reporting to the Municipal Manager  
**CENTRE:** De Aar, Northern Cape

**A. Annual Total Remuneration Package:**

- Minimum Total Remuneration Package – R769 844, - Midpoint Remuneration Package- R864 994 – Maximum Remuneration Package- R960 143.
- A Remoteness Allowance not exceeding 10% of the Total Annual Remuneration Package may also be paid as well as a cellphone allowance.

**B. Term of Appointment:** Permanent appointment

**Requirements:**

Knowledge of the specified fields, knowledge of interpretation and implementation of policies and procedures, knowledge of performance management and reporting, knowledge of developmental local government in the South African context, competency in policy conceptualization, analysis and implementation.

## Key requirements

- Bachelor Degree in Social Sciences / Public Administration / Law, or equivalent at least NQF Level 6;
- Minimum of five (5) years' experience middle management levels preferably in Local Government;
- **Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette No. 29967 of 15 June 2007; i.e. CPMD, MFMP, etc. If a newly appointed person is not in possession of this Competency, he/she must complete it within eighteen (18) months from the date of employment, in accordance with Government Notice Number 91 of 3 February 2017, as promulgated in Government Gazette No. 40593**
- Good knowledge and understanding of relevant policy and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Understanding of council operations and delegation of powers; as well as; Health service management; Cemetery management; Public safety and Parks and recreation management;
- A valid driver's licence and own motor vehicle to execute duties;

## . Key Performance Areas (KPA's):

- Perform all delegations by the Accounting Officer and any other duties or functions that may be assigned by the Accounting Officer;
- Contribution to strategic planning and budget alignment and reporting to management team;
- Leadership and direction of the directorate through managing all sub – divisions effectively to fulfil the objectives of the Emthanjeni Municipality;
- Fulfil all the legislative requirements of the directorate as prescribed in the Constitution of South Africa and all the different legislation guiding local authorities;
- Managing and control of the following sub – divisions: Libraries, Housing Services, Traffic, Cemeteries, Sanitation and Parks;
- Budget planning and Control
- Performance Management and development of all the different sub – divisions; and
- Exercise any other functions allocated by the Municipal Council or the Accounting Officer.

## NB: Please Note:

- No faxed or e-mail applications will be considered;
- Candidates are required to complete the prescribed "Annexure C" application form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 Government Gazette 37245 dated 17 January 2014 which is obtainable from the internet at [www.gpwonline.co.za](http://www.gpwonline.co.za), or on the Municipal Website [www.emthanjeni.co.za](http://www.emthanjeni.co.za), (failure to do so will result in the candidate being disqualified);
- Short-listed candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check and competency assessment and should also disclose financial interest;
- Emthanjeni Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions

of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;

- If no communication has been received from us within ninety (90) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed/sent to

**The Municipal Manager  
Attention: Mr I Visser  
Emthanjeni Municipality  
PO Box 42  
DE AAR  
7000**

Or can be hand delivered at:

**Emthanjeni Municipality  
45 Voortrekker Street  
DE AAR  
7000**

Enquiries may be directed to the Director: Corporate Services, Mr TW Msengana at 053 632 9100 during office hours between 08:00 – 16:00.

**Closing date: 17 April 2018**

***Candidates who previously applied, do not have to re-apply.***

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**I VISSER  
ACTING MUNICIPAL MANAGER  
PO Box 42  
De Aar  
7000  
Tel: 053 632 9100**