

EMTHANJENI MUNICIPALITY



EXTERNAL ADVERTISEMENT

NOTICE NO: 38/2021

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates 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: CORPORATE SERVICES

1. MANAGER: SUPPORT SERVICES

(Preference to be given to People with Disability and Coloured Females)

Salary: R 498 859.00 – R 647 535.00 (Task Level 15)

Abovementioned post offers the following benefits:

13th Cheque
Pension fund benefits
Medical-aid fund benefits
Leave and Housing benefits

Head Office: De Aar

Key Requirements:

- Grade 12
- NQF Level 7
- Code B driver's license
- B-degree or equivalent qualification, major in public administration/municipal administration
- 5 years managerial experience in a Municipality
- Strategic management capability
- Financial Management
- Change Management
- People Management
- Communication
- Project Management, Planning & Organisation
- Knowledge Management
- Service delivery Innovation

- Problem Solving
- Corporate Orientations
- Negotiation skills
- Basic Computer Literacy

Key responsibilities:

- Plans, coordinates and manages the activities of the Corporate Services division.
- Develops divisional vision and strategy.
- Manages performances of employees in the division.
- Plans and manages utilization of resources.
- Develops and monitors systems, policies, procedures and processes.
- Coordinate the Human Resource Division of the Municipality.
- Develop, manage and administer the Recruitment and Selection Policy.
- Promote good and sound industrial relations environment.
- Facilitates and monitors implementation of disciplinary and grievance procedures.
- Administer the implementation of Employment Equity.
- Manage the training and development function.
- Overall management of the Occupational Health and Safety Act
- Provide administrative support systems for the municipality.
- Ensure that the registry, office auxiliary, switchboard, typing, security and civic amenities and translation services are functional and efficiently run.
- Interacts with representatives from other departments.

Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Director: Corporate Community and Development Services and the Manager Corporate Services.

Closing date : **30 June 2021 at 12h00**

- Canvassing for appointment will automatically disqualify an applicant
- If no reply to your application has been received within thirty(30) days of the closing date, you should consider your application as being unsuccessful
- No late or facsimile applications will be accepted
- No applications will be considered without certified copies of the original documents of qualifications.
- Correspondence will be limited to short-listed candidates.

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
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Tel: 053 632 9100**

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