



## **ADVERTISEMENT: NOTICE NO. 34/2023**

**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, subscribes to the principles of employment equity, and actively promotes representation in terms of race, gender and disability.**

### **DIRECTORATE: CORPORATE SERVICES**

**POSITION: SENIOR MANAGER: CORPORATE SERVICES**  
**LEVEL: MANAGER DIRECTLY REPORTING TO THE MUNICIPAL MANAGER**  
**CENTRE: DE AAR, NORTHERN CAPE**

#### **A. Annual Total Remuneration Package:**

- Salary scale: as per the annual Upper Limits Gazette for Senior Managers. - Negotiable in terms of Government Gazette No. 47538 of 18 November 2022, i.e. Upper Limits of Total Remuneration Package Payable to Municipal Managers and Managers Directly Accountable to Municipal Manager
- Minimum Total Remuneration Package – R859 002.00 - Midpoint Remuneration Package- R965 171.00– Maximum Remuneration Package- R1 055 932.00.
- A Remote Allowance of 10% of the Total Annual Remuneration Package may also be payable.
- Cell phone allowance as per Council

#### **B. Term of Appointment:**

The post is on permanent employment as provided for on amended Local Government: Municipal Systems Act, No. 3 of 2022, and includes signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act and declaration of financial interest

### **C. Essential and Non-Negotiable 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.

- Bachelor's degree in Public Administration / Management Science / Law or equivalent at NQF Level 7;
- Extensive knowledge of the Local Government Acts, policies and regulations;
- Minimum of five (5) years' experience at middle management levels preferably within Local Government Environment;
- Have proven successful management experience in administration
- Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette 29967 of 15 June 2007, i.e. Certificate in Municipal Financial Management, e.g. (CPMD, MFMP, etc). If a newly appointed person is not in possession of this Competency certificate, he/ she must complete it within eighteen (18) months from the date of appointment, in accordance with Government Notice, No. 91 of 3 February 2017, as promulgated in Government Gazette No.40593, failing which the appointment is automatically terminated one month after the applicable period
- A valid driver's license and own motor vehicle to execute duties;
- No criminal record.

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

- Overall management of Corporate Services Department; implement the Integrated Development Plan (IDP) as well as strategic goals for the Corporate Services Department;
- Provide support and advice to the Municipal Manager and Council on matters delegated to the department; Implement the Service Delivery Budget Implementation Plan (SDBIP);
- Co-ordinating legal advisory services;
- Overseeing and leading the Public Participation and Special Projects processes in Council;
- Guiding and overseeing the Communication and Marketing functions;
- Updating statutes and Council by-laws;
- Develop and implement key strategic /business plans including Security Management, Human Resources Management, Labour Relations, Council Support and Administration and other resources in accordance with local government legislation and treasury regulations;
- Perform duties and functions delegated to the Senior Manager Corporate Services by the Accounting Officer/Municipal Manager;
- Manage departmental budget and Manage efficient provision on municipal services;

- Establish, operate and maintain support structures, processes and systems;
- Direct and control key deliverables and outcomes for the department;
- Liaise with internal and External stakeholders;
- Facilitate stakeholder participation and involvement;
- Ensure legislative, regulatory, policy and operating standard compliance.

**NB: Please Note:**

- No faxed 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.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he/she after being appointed decline to accept the appointment.
- 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 Acting Municipal Manager  
Attention: Mr HM Joka  
Emthanjeni Local Municipality  
PO Box 42  
DE AAR  
7000**

Or can be hand delivered at:

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

Enquiries may be directed to the Acting Municipal Manager, HM Joka ([mjoka@emthanjeni.co.za](mailto:mjoka@emthanjeni.co.za)) at 053 632 9100 during office hours between 08:00 –16:25

**Closing date: 25 April 2023 at 12:00**