

Department Of Corporate Services

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THULAMELA MUNICIPALITY

ERRATUM NOTICE

ON THE ADVERTISEMENT OF SENIOR MANAGER CORPORATE SERVICES

Thulamela Municipality has noted the following errors in vacancy advertisement published on the 20th of October 2023 in Thulamela Local Municipality Website.

REQUIREMENTS

- ✓ Bachelors degree in Public Administration/ Management Sciences/ Law or Equivalent.
- ✓ A certificate in Municipal Finance Management programme will be added advantage.
- ✓ Five (5) years at middle management level.
- ✓ Have proven successful management experience in administration.
- ✓ Code B drivers licence is essential.

COMPETENCIES

- ✓ Good knowledge and understanding of relevant policies and legislation.
- ✓ Good knowledge and understanding of institutional governance systems and performance management.
- ✓ Good knowledge of corporate support services, including:
 - ✓ Human capital management.
 - ✓ Legal services.
 - ✓ Facilities management.
 - ✓ Information communication technology and support.
- ✓ Good knowledge of supply chain management regulations and the preferential procurement policy framework Act, 200 (Act no 5 of 2000)
- ✓ Labour relation Act, and other labour related prescripts.
- ✓ Legal background and human capital management.




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- ✓ Knowledge of coordination and oversight of all specialized support functions.

KEY PERFORMANCE AREAS

- ✓ Development, implementation and management of the strategic policies, goals and procedures of the department.
- ✓ Providing legal advice and administration.
- ✓ Administering statutes and council by-laws.
- ✓ Compling and updating of delegated powers and policy matters.
- ✓ Responsible for secretarial services to the whole council.
- ✓ Record keeping and archives management.
- ✓ Human resource management I.e developing and implementation of HR, policies and procedures which are aligned to councils vision mission.
- ✓ Promote competitive delivery culture.
- ✓ Rendaering administrative assistance to the speaker and councils office.
- ✓ Overseeing implementation of councils resolutions.
- ✓ Ensuring compliaince to conditions of services and disciplinary procedures.

Shortlisted candidate will be required for integrity check before appointment



MUNICIPAL MANAGER
MAKUMULE M.T

24. 10. 2023
DATE