



Private Bag X5066
Thohoyandou
0950
Limpopo Province
Tel: 015 962 7500
Fax: 015 962 4020

EXTERNAL RE-ADVERTISEMENT

THULAMELA LOCAL MUNICIPALITY HEAD OFFICE: THE ECONOMIC HUB OF VHEMBE REGION AND EQUAL OPPORTUNITY EMPLOYER INVITE APPLICATION FROM SUITABLE CANDIDATES FOR APPOINTMENT ON THE FOLLOWING VACANT POST.

- 1. Department : Corporate Services**
Position : Senior Manager Corporate Services

REMUNERATION: R1,016 855 (minimum), R1,158 646 (midpoint), R1,315 065 (maximum) per annum as set out in the Government Gazette no.48789 dated 14th of June 2023 on upper limits of total remuneration packages payable to Municipal Manager and Managers directly accountable to Municipal Managers. The offer of remuneration will be determined by competences, qualifications, experience and Knowledge of the candidate to be appointed.

EMPLOYMENT TERM: This is a permanent position and the incumbent will be expected to sign an Employment contract, an Annual Performance Agreement and complete the Disclosure of Financial Interest Form. The Incumbent will be stationed at Thulamela Local Municipality. The recommended candidate will be expected to undergo Assessment Test.

Requirements:

- An applicant must have a Grade 12 plus a Bachelor's Degree in Public Administration/ Management Science/Law/ or equivalent qualification.
- The candidate should have acquired minimum competency levels as prescribed by the minimum competency Regulations, 2007 issued in terms of the Local Government Municipal Finance Management Act, published under Government Notice No. 493 in Government Gazette no.29967.
- Should the applicant not have the Minimum Competency requirements, he or she will be expected to complete such competence requirements within 18 months.
- Must have a minimum of 5 years relevant experience in a middle management position.
- The candidate must have proven successful management experience in administration.
- The applicant must be computer literate and have a code EB driver's license.

KNOWLEDGE AND COMPETENCIES:

Good knowledge and understanding of relevant policy and legislation;



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- 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 communications technology and council support.
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) Good governance, Labour Relations Act, and other Labour-related prescripts.
- Legal background and human capital management, knowledge and oversight of all specialized support functions.

The incumbent must have the following leading and Core Competencies as per the Government Gazette No. 37245 dated 17 January 2014. Customer management, Ethics, Integrity and professionalism. Impact influence. Governance and risk management, services delivery. Critical thinking. Financial management, knowledge, and information management. Negotiations and conflict resolutions.

KEY PERFORMANCE AREAS

- The successful candidate will be responsible and accountable for the following:
- Lead and manage personnel within the department, and implement the departmental and organizational objectives.
- Manage, direct and control key deliverables and outcomes associated with the department.
- Develop short and long-term strategic plans for the department.
- Implement Corporate Services Projects.
- Manage departmental budget, systems resources and services rendered by the department.
- Manage the Human Resources Management. Legal Services, Information Communication Technology, Council Administration, Cleaning Services and Records divisions.
- Advise Management and Council on administrative matters.
- Provide strategic support and oversee the provision of support services to Political Office Bearers and other units within the Municipality.
- Liaise with internal and external stakeholders.
- Submit reports to Council and other stakeholders through the Office of the Municipal Manager.
- Facilitate stakeholder participation and involvement.
- Ensure legislative, regulatory, policy, practices and operating standards compliance.

NB. Application must be submitted on the signed Thulamela Local Municipality application form obtainable on the website: www.thulamela.gov.za. accompanied by a comprehensive CV and certified copies of certificates to be

forwarded to: **THE MUNICIPAL MANAGER, THULAMELA MUNICIPALITY,**
P/BAG X5066, THOHOYANDOU, 0950 or may be handed in at Office no.130B
during working hours.

Enquiries should be directed to the office of the **Municipal Manager**
Tel no.015 962 7624. For administrative enquiries contact: **HR Manager**
Sikhwivhilu N.M : @ Tel no. 015 962 7686

Closing date : 08 November 2023

Should you not be contacted within **30** days after the closing date, please
accept that your application was unsuccessful. Qualification, employment
background check, Security Vetting and screening will be carried out to all
shortlisted Candidates.



MUNICIPAL MANAGER
MAKUMULE M.T

13.10.2023
DATE