



Private Bag X5066  
Thohoyandou  
0952  
Limpopo Province  
Tel: 015 962 7500  
Fax: 015 962 4020

## EXTERNAL 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.

**DEPARTMENT:** Corporate Services

**POSITION:** Senior Manager

**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 14<sup>th</sup> 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:

- Bachelor's Degree in Public Administration/ Management sciences/ Law or equivalent.
- A certificate in Municipal Finance Management Programme will be an 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 legislations.
- 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.

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- 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.
- 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.
- Compiling and updating of delegated powers and policy matters.
- Responsible for secretarial services to the whole Council.
- Record keeping and archive management.
- Human Resource Management i.e. developing and implementation of HR. policies and procedures which are aligned to the Councils vision mission.
- Promote competitive services delivery culture.
- Rendering administrative assistance to the Speaker and Councillor's office.
- Overseeing implementation of Councils resolutions.
- Ensuring compliance to Conditions of Service and disciplinary procedures.

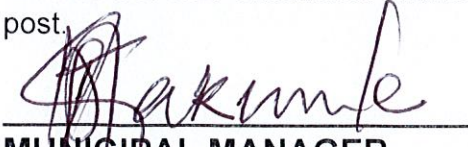
**NB. Application must be submitted on the signed Thulamela Local Municipality application form obtainable on the website: [www.thulamela.gov.za](http://www.thulamela.gov.za). accompanied by comprehensive CV and certified copies of certificates to be forwarded to: The Municipal Manager, Thulamela Municipality, 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 tell no.015 962 7624. For administrative enquiries contact: HR Manager: Mr. Sikhwivhilu N.M @ 015 962 7686**

**Closing date : 24 August 2023**

**Shortlisted candidates will be required for integrity check before appointment.**

Should you not be contacted within **30** days after the closing date, please accept that your application has been unsuccessful. Qualifications, employment background check and security vetting and screening will be carried out for all short-listed candidates. **NB:** Thulamela Municipality reserves the right not to fill the advertised post.

  
**MUNICIPAL MANAGER**  
**MAKUMULE M.T**

31. 07. 2023  
**DATE**