

## **THEEWATERSKLOOF**

MUNISIPALITEIT \* MUNICIPALITY \* uMASIPALA

*Theewaterskloof Municipality with its head office in **Caledon** and approximately 1½ hours' drive from Cape Town currently awaits applications from suitable qualified applicants to apply for the position of:*

### **DIRECTOR: CORPORATE SERVICES**

**The Municipality offers a Performance based contract to the successful candidate.**

**Remuneration: Between R 907 864.00 – R1,037,559.00 - R1,150,465.00 pa plus a 4% remote allowance** (In line with the Upper Limit of Total Remuneration Package Payable to Municipal Managers and Managers Directly Accountable to the Municipal Manager, Government Gazette No. 47538 with effect from 01 July 2021 and in terms of a category 3 Local Municipality)

***In order to meet the needs of the Theewaterskloof Municipality, the successful applicant will conform to the following:***

\* At least a B Degree or an equivalent qualification registered on the National Qualifications Framework at a NQF level 7 with a minimum of 360 credits \* 5 years' experience at middle management level. Compliance with Minimum Competency Regulations for Senior Managers of municipalities as is provided for in Regulation 493 dated 15 June 2007 within 18 months of being appointed.

**KEY RESPONSIBILITIES:** Provide strategic guidance for the Directorate. Manage the drafting, implementation, monitoring of the Directorate's IDP, Budget, SDBIP, Risk register etc. and reporting to management, council and its committees. Control capital projects and contract administration. Accountable for managing the following departments according to relevant legislation, policies, SOP'S, By-laws etc.: Corporate Services which includes – HR, ICT, Administration, Legal Services as well as Public Participation.

Ensure the implementation of IDP strategic objectives, budget and SDBIP of the departments and the Municipality. Ensure legal compliance in terms of Occupational Health and Safety Act and other relevant pieces of legislation.

**KEY COMPETENCIES:** In line with Local Government Regulations on Appointment and Conditions of Employment of Senior Managers of January 2014, Government Gazette 37245. Must have capacity to provide strategic direction and leadership, portray strategic skills in People management, Programme and project management, Financial management, Change and governance leadership, Moral competence, Planning and organizing, Analysis and innovation, Knowledge and information management, Communication, Results and quality focus.

**KNOWLEDGE:** Good Knowledge and understanding of relevant policy and legislation; Good knowledge and understanding of institutional governance systems and performance management; Must have extensive knowledge of the public office environment; Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) and Must be able to formulate medium and long term master planning, project management and implementation. Good facilitation and communication skills in at least two of the three official languages of the Western Cape (English, Afrikaans and isiXhosa); \* Valid driver's license and NO criminal record.

Please note: \* the post is subject to acceptable conduct and performance. \* Candidates will be subjected to thorough evaluations and previous and current employers and references will be contacted. \* Verification will be done on qualifications, criminal and credit records. \* The candidate will be required to disclose all financial interests.

*Enquiries for further detail, contact the Municipal Manager – Mr. BM Ngubo on Tel: 028 – 214 3300*

**Detailed CV's accompanied by a covering letter, originally certified copies of relevant qualification and contact details of at least three (3) references and a fully completed official application form, available from the Human Resources Department, must be forwarded to the Municipal Manager, Theewaterskloof Municipality, P O Box 24 Caledon 7230.**

\*Administrative enquiries may also be directed to the Municipal Manager – Mr. BM Ngubo at tel. no: 028 214 3300 \*ONLY hard-copy applications will be considered. \*No electronic or faxed applications will be accepted. \*Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 56 of the Municipal Systems Act. \*The appointment will be done in accordance with the Regulations on appointment and conditions of employment of Senior Managers.

**Closing date: 5 April 2023 at 12h00**

**Commencement of duties:** As soon as possible.

*Theewaterskloof Municipality is committed to Equal Opportunity*