



**THABAZIMBI LOCAL MUNICIPALITY**  
**PRIVATE BAG X530**  
**THABAZIMBI**  
**0380**  
**Tel.: 014 772 2295/ Fax: 014 777 1531**

Thabazimbi Local Municipality is an equal opportunity employer subscribing to the Employment Equity Act and hereby invites applications from suitable, qualified and experienced persons for appointment to the under mentioned in Thabazimbi.

**NOTICE NO: 49/2022**

**DIRECTOR: CORPORATE SERVICES**

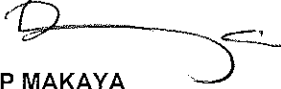
Duration: Permanent , performance-based appointment

**An all-inclusive annual remuneration package as per Local Government Gazette dated 43122 of 20 March 2020:  
 Upper limit of total remuneration packages payable to Managers directly accountable to Municipal Managers.  
 R894 447-00; Midpoint: R1 022 226-00 or Maximum: R1 133 463-00 per annum.**

<b>YEARS OF EXPERIENCE</b>	<ul style="list-style-type: none"> <li>5 Years' experience at middle management level. Must have proven successful management experience in administration.</li> </ul>
<b>MINIMUM QUALIFICATION</b>	<ul style="list-style-type: none"> <li>Bachelor Degree in Public Administration / Management Sciences / Law; or equivalent.</li> <li>The required core competencies as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014. Certificate in Municipal Finance Management Programme (SAQA Qualification ID No. 48965) for Senior Managers of Municipalities, as is provided for in Regulation GN R493, dated 15 June 2007. Valid Driver's License.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Good knowledge and understanding of relevant policy and legislation.</li> <li>Good knowledge and understanding of institutional governance systems and performance management.</li> <li>Good knowledge of corporate support services, including human capital management, legal services, facilities management, fleet management, information communication technology and council support.</li> <li>Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).</li> <li>Good governance.</li> <li>Labour Relations Act, and other labour related prescripts.</li> <li>Legal background and human capital management.</li> <li>Knowledge of coordination and oversight of all specialised support functions.</li> </ul>
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>Direct the Corporate Services Department by providing for effective support services with regards to Corporate Services, Human Capital, Legal Services, Fleet Services as well as Information Communication Technology.</li> <li>Develop, implement and manage strategic goals, policies, procedures and plans for the department and aligning them with municipality's strategic goals.</li> <li>Manage the human resources portfolio in accordance with the labour legislation and collective agreements.</li> <li>Manage Council and Committee secretariat services and records management services.</li> <li>Ensure budget planning, implementation and budget review to support priorities and deliverables in relation to the Integrated Development Plan.</li> <li>Provide advice and support to council, Municipal Manager and other office bearers on all functions of the department.</li> <li>Control and prepare departmental operation budget.</li> </ul>

**NOTES**

Applicants are required to complete the prescribed application form for Senior Managers (which can be obtained from the municipal website and human resources offices) together with comprehensive cv, certified copies of qualifications to the **ActingMunicipal Manager, Private Bag X530, THABAZIMBI, 0380** or hand delivered to the **Thabazimbi Local Municipality - Municipal Offices, 7 Rietbok Street, Thabazimbi, 0380**. For enquiries kindly contact us on **014 772 2295**. Further note that all shortlisted candidates will be subjected to competency assessments and security vetting. The incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial information form. No late, faxed or e-mailed applications will be considered. And if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful. The municipality reserves the right not to make any appointment.



**LP MAKAYA**  
**ACTING MUNICIPAL MANAGER CLOSING DATE: 25 NOVEMBER 2022**