



# **THABAZIMBI MUNICIPALITY**

**PRIVATE BAG X530**

**THABAZIMBI**

**0380**

**Tel.: 014 777 1525 / Fax: 014 777 1531**

Thabazimbi 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 post.

This Top Manager, reporting directly to the Municipal Manager, will act as Head of his/her Department and will be appointed in terms of Sections 56 and 57 of the Municipal Systems Act, 2000. . **All applicants who applied for this position before must also re-apply.**

## **RE-ADVERTISEMENT**

### **JOB TITLE: MANAGER CORPORATE SERVICES**

**(FIXED TERM CONTRACT)**

**TERMS OF APPOINTMENT:** The incumbent will be appointed on a five year fixed term contract

**PLACE TO BE STATIONED:** The incumbent will be stationed within the jurisdiction of the Thabazimbi Municipality at the municipal offices designated by the municipal Council.

**ANNUAL TOTAL REMUNERATION PACKAGE:** Minimum: R768 305.00; Midpoint: R878 063.00 or Maximum: R987 820.00 inclusive package in line with the Upper Limits as per Government Gazette No. 40117 dated 1 July 2016.

The offer of remuneration will be determined by competencies and current salary earnings read together with guidelines as set out in the Government gazette no 40117 dated 1 July 2016.

**MINIMUM COMPETENCY REQUIREMENTS OF THE POST:** Bachelor Degree in Public Administration / Management Sciences / Law; or equivalent

**TYPE OF EXPERIENCE:** 5 years

- Experience at middle management level
- Have proven successful management experience in administration

**ADDED ADVANTAGE:** Registration with a relevant professional body.

**KEY PERFORMANCE AREAS / CORE FUNCTIONS:**

- Good knowledge and understanding of relevant policy 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
- 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 and
- Knowledge of co-ordination and oversight of all specialized support functions.

**SIGNING OF EMPLOYMENT CONTRACT, PERFORMANCE AGREEMENT AND DISCLOSURE OF FINANCIAL INTERESTS:** The appointed candidate will be expected to sign an Employment Contract, a Performance Agreement and a disclosure of financial interests within stipulated periods.

**SECURITY VETTING AND COMPETENCY ASSESSMENT:** Suitable candidates will be subjected to personnel suitability check (security vetting, criminal record, citizenship, credit record, qualifications verification and employment verification). Recommended candidates will be subjected to a competency assessment.

**CLOSING DATE: 07 APRIL 2017**

If you are interested and you are in possession of the necessary qualifications and experience, please address your application, with your CV and authenticated copies of qualifications to:

The Acting Municipal Manager  
 Thabazimbi Municipality  
 Private Bag X530  
**THABAZIMBI**  
 0380

Or hand delivered to: Corporate Services Department, Sarel Pelsler Building, Rietbok Street, Thabazimbi. 0380

All Applications should be marked: **Notice No: 20/2017**

**OFFICIAL APPLICATION FORMS:** All applications should be on the official application form, which is available at the Human Resource office of the Thabazimbi Municipality, Corporate Services Department or telephone number 014 777 1525. Application forms are also available on the website of the Municipality: [www.thabazimbi.gov.za](http://www.thabazimbi.gov.za)

**ADHERENCE TO RELEVANT REGULATIONS:** Applicants are advised to adhere to the provisions of the Local Government: Regulations on the Appointment and Conditions of Employment of Senior Managers; Government Gazette No: 37245 of 17 January 2014.

If you are not invited for an interview within 30 (thirty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into.

**Note:**

- Applications by fax or e-mail will not be accepted.
- No applications will be accepted without certified copies of qualifications.
- Applications should be in the prescribed **Application Form for Employment**

- Canvassing with Councilors is not permitted and proof thereof will result in disqualification

**Enquiries:** Direct all enquiries to Isabel Harding at [hardingi@thabazimbi.gov.za](mailto:hardingi@thabazimbi.gov.za) or Tel. Number: 014 777 1525

**ACTING MUNICIPAL MANAGER  
THABAZIMBI MUNICIPALITY**