



## DIRECTOR: CORPORATE SERVICES

5 years fixed – Term performance – Based contract

**Re-advertisement: NB: Those who applied have to re-apply if they are still interested in the post. This is five (5) years performance – based contractual appointment in terms of section 57 of the municipal system act of 2000.**

**Minimum qualification and requirements:**

- An appropriate Bachelor's degree or equivalent, NQF 6
- A minimum of at least 5 years relevant work experience at strategic management level in Local Government (middle management level), Extensive and practical sound knowledge of Local Government legislation and procedures
- Computer literacy and a valid driver's license.

**Core managerial and occupational competencies:**

- Strategic leadership and management
- Operational financial management
- Government, ethics and values in financial management
- Financial and performance reporting
- Risk and change management
- Project management
- Legislation, policy and implementation
- Supply Chain Management
- Audit and assurance.

**Responsibilities:**

- Manage the entire Corporate Services Directorate and provide advice and assistance to the Accounting Officer on all matters relating, but not limited to powers and function assigned and delegated in terms of the MFMA, Municipal Systems Act as amended, Municipal Structures Act and other relevant legislation
- Manage and control various line functions within the Directorate, such as Administration, Human Resources, Communication, Legal Services and ICT
- Render support by advising and overseeing all matters of procedure relating to compilation of agendas, taking of minutes and implementation of resolutions of Council, the Executive Committee and all other Committees of Council
- Provide support to Political Office Bearers.

## DIRECTOR: DEVELOPMENT PLANNING

5 years fixed – Term performance – Based contract

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**Minimum qualification and requirements:**

- Relevant Bachelor's Degree in Development Studies/ Town and Regional Planning or an equivalent qualification (NQF 6)
- A post-graduate qualification would be advantages
- At least five (5) years practical experience obtained at

strategic management level in Local Government. (middle management level)

- Professional registration with a relevant institution
- Knowledge and an understanding of development of Local Government prescripts, process and procedures
- Ability to drive the development towards fulfilling its mandate in a dynamic transformational environment
- Computer literacy (Ms Office packages)
- Preparedness to work irregular hours

**Core managerial and occupational competencies:**

- Strategic leadership and management
- Operational financial management
- Government, ethics and values in financial management
- Financial and performance reporting
- Risk and change management
- Project management
- Legislation, policy and implementation
- Supply Chain Management
- Audit and assurance.

**Responsibilities:**

- Report to the Municipal Manager
- Manage key process applications and requirement related to development plans
- **Integrate development frameworks and spatial frameworks by:**
  - Assessing, analysing and synthesising relevant information to support detailed planning
  - Identifying and establishing potential project teams
  - Conceptualising the content process and methodology in respect of eliciting information on specific constraints and concerns
  - Facilitating community involvement in the preparation of action plans, community projects and funding proposals based on identified needs
  - Facilitating capacity building interventions for civil society structures in the context of specific planning initiative
- **Managing municipal land and use by:** Overseeing the registration processes for plans and limitation on national mapping
- Monitoring development and implementation of the land use framework policies and options for diversification and their impact on real-estate and business
- Facilitating the implementation of Performance Management Systems in the Department to ensure compliance with regulatory framework
- Overseeing the application of process relating to the acquisition of land in order to ensure an integrated approach
- **Ensure effective co-ordination of housing provision by:**
  - Managing and facilitating the implementation of the housing strategy in the Municipal area
  - Liaising and providing support to all stakeholders on housing matters
  - Performing any other related duties delegated by the Municipal Manager
- **Oversee property administration and valuations in the municipal area and delegated Municipal-owned properties by:**
  - Managing the estates and properties within the Municipal area in accordance with relevant legislative frameworks
  - Managing building inspections to ensure legislative compliance
  - Ensuring accurate and reliable valuation of capital and rental properties in the Municipal area
  - Performing all other relevant duties delegated by the Municipal Manager.

**Remuneration: Total package to council to be negotiated with successful candidates.**

**Please note: Each applicant must submit the following:**

- A signed applicant letter
- Comprehensive CV
- Certified copies of qualifications
- Certified copy of Identity document.

- Applicants who have not received any response within 30 days of the closing date should regard their applications as unsuccessful.
- A candidate who canvasses any Council or official for preference will be disqualified immediately from the selection process or from appointment
- All shortlisted candidates shall be subjected to security vetting.

The Municipality reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

Applications for the position should be forwarded to: **The Human Resource Manager, Mr L. M Mafiri, P.O. BOX 48, GROBLERSDAL, 0470.**

**NB: Faxed and e-mailed applications shall not be accepted.**

**For further information please contact The Human Resource Manager Mr L. M Mafiri During working hours at Tel: (013) 262 3056/7/8/9 (During office hours)**

**Closing date: 29 November 2012**

**Mrs. M.M Mtsweni - Municipal Manager**