



Applications are hereby invited from suitably qualified and experienced persons for the following position:

Director: Corporate Services (5 Years Contractual Appointment)

MINIMUM REMUNERATION PACKAGE	TOTAL	MIDPOINT REMUNERATION PACKAGE	TOTAL	MAXIMUM REMUNERATION PACKAGE	TOTAL
R813 635,00		R929 869,00		R1 046 101,00	
<i>NB: Above remuneration is based on July 2017 "upper limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers".</i>					

As a member of the senior management team, your portfolio will take responsibility for the following functions: Human Resources Management, Administrative Support, Customer Care, ICT, Registry, SPU, Ward Committees, Public Participation and Council Support.

Requirements: • Bachelor Degree in Public Administration / Management Sciences / Law or equivalent NQF level 7 • Compliance with the minimum competency requirements for Senior Managers as laid down in Government Notice R493 dated 15 June 2007 or alternatively as per the exemption as laid down in the Government Gazette 40593 dated 03 February 2017 • Minimum of 5 years' experience at senior management level • Have proven successful management experience in administration • The required core competencies and minimum competency requirements as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers as promulgated in Government Gazette 37245 dated 17 January 2014 • Good knowledge and understanding of relevant policies 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 • Knowledge of Labour Relations Act, and other labour-related prescripts • Legal background and human capital management • Knowledge of coordination and oversight of all specialized support functions • Excellent communication and facilitation skills in at least two of the three official languages of the Eastern Cape.

To apply:

General: • The successful applicant will be signing an employment contract, performance agreement and disclosure of financial interest • The Municipality reserves the right to not make an appointment • Candidates must be willing to be subjected to an interview and evaluation process • Applicants must be willing to provide permission for qualifications, credit and criminal record verification.

All applicants must complete the official Dr Beyers Naude Local Municipality application form which must be accompanied by a detailed curriculum vitae, plus certified copies of all qualifications held by applicants and at least two recent testimonials which must reach the Office of the Municipal Manager, Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280 not later than **Friday, 9 March 2018**.

Late, faxed or emailed applications will not be considered.

The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies.

Applicants who have not been contacted within six weeks from the closing date should consider themselves unsuccessful.

Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant.

The Council reserves the right to recover the cost of this advert from any candidate who, after appointment, declines such appointment. Council reserves the right not to fill the vacancy.

DR E.M. RANKWANA
MUNICIPAL MANAGER

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