



BA-PHALABORWA MUNICIPALITY

Ba-Phalaborwa Municipality, with its seat in Phalaborwa, invites applications from suitably, experienced and dynamic individuals for the following position:

Department of Corporate Services

Director: Corporate Services

Total remuneration package: R768 305 (minimum); R878 063 (midpoint); R987 820 (maximum) per annum (Ref. 5/3/5/2)

This position is a 5-year term performance contract which is based in Ba-Phalaborwa main office. The incumbent will be subjected to signing an employment contract, a performance agreement, disclosure of financial interest and undergo security vetting.

Minimum competency requirements: • Bachelor's degree in Public Administration/Management Sciences/ Law or equivalent • 5 years' relevant experience at middle management level • Proven successful management experience in administration • Certificate in Municipal Finance Management programme as prescribed by National Treasury, Government Gazette No. 29967 dated 15 June 2007 will be an added advantage • Driver's licence and computer literacy • Preparedness to be subjected to competency assessment • Preparedness to be subjected to security clearance.

Knowledge: • Good knowledge and understanding of relevant policies and legislation • Good understanding of institutional governance systems and performance management • Good knowledge of corporate services, including: * Human capital management * Legal services * Facilities management * Information communication technology * Council support • Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) • Good governance • Good knowledge of Labour Relations Act, and other labour-related prescripts • Good knowledge of coordination and oversight of all specialised support functions.

Competency framework: • Leading competencies in terms of the Local Government Municipal Systems Act (competency framework for senior managers) as well as the Municipal performance regulations ie strategic capability and leadership, people management, programme and project management, financial management, change leadership and governance leadership • Core competencies in terms of the Local Government Municipal Systems Act (competency framework for senior manager) and the Municipal performance regulations ie moral competence, planning and organising, analysing and innovation, knowledge and information management, communication, result and quality focus.

Key performance areas: • Provide strategic direction and monitor the implementation of the strategic objectives of the Directorate • Participate in strategic management of the Municipality by advising the Municipal Manager on issues pertaining to Corporate and Shared Services Directorate • Oversee the management of Human Resources in accordance with municipal legislation and other legislation applicable to the Municipality • Manage the recruitment and retention of the required talent in the Municipality • Manage organisational transformation and development in the Municipality • Mitigate risks and ensure compliance with OHSA • Improve the employee wellness through implementation of employee assistance programmes • Improve relationship between employer and employee through sound labour relations practice • Ensure cost-effective management of the Directorate's budget and the timely implementation of the resolutions related to the Directorate • Ensure that that effective electronic information management system is available and optimally utilised to enhance service delivery • Manage the provision of transversal professional labour relations, legal and secretariat services to the Municipality • Develop organisational policies and procedures.

NB: Candidates applying for the position of Director: Corporate Services must disclose their academic qualification, proven experience and competencies, contact references, full details of any dismissal for misconduct and any disciplinary actions, whether pending or finalised and instituted against them from the current or previous employer.

An application for this position must be submitted on an official application form which could be downloaded from Ba-Phalaborwa's website: www.ba-phalaborwa.gov.za or collected from Ba-Phalaborwa Municipality and accompanied by a detailed Curriculum Vitae. Applications should be forwarded to the Municipal Manager, Ba-Phalaborwa Municipality, Private Bag X01020, Phalaborwa 1390 or hand delivered to Office No H29, Human Resource Division, for attention Ms SS Mokoena.

No application for the Director: Corporate Services' position will be considered if not submitted on the official application form.

No faxed applications will be accepted. Ba-Phalaborwa subscribes to principles of equal employment and affirmative action.

Ba-Phalaborwa Municipality has a right not to make appointment.

Enquiries on this position should be directed to Ms SS Mokoena, tel. (015) 780-6335.

Closing date: 28 July 2017

