



EHLANZENI DISTRICT MUNICIPALITY
(AN EQUAL OPPORTUNITY EMPLOYER)
SITUATED IN NELSPRUIT IN THE MPUMALANGA PROVINCE

APPLICATIONS ARE INVITED FROM COMPETENT PERSONS TO FILL THE FOLLOWING POSITION:
(PREVIOUSLY DISADVANTAGED INDIVIDUALS ARE ENCOURAGED TO APPLY)

GENERAL MANAGER: CORPORATE SERVICES

REF: EDM/GM CORPORATE SERVICES

Ehlanzeni District Municipality, a Category C Municipality with its seat in Mbombela (Nelspruit) hereby invites applications from suitably qualified candidates who are committed, self-driven, motivated, service delivery oriented and high-performance professional/practitioners for the position of **GENERAL MANAGER: CORPORATE SERVICES**

REMUNERATION:

All-inclusive remuneration package between Minimum **R1,070,906**; Midpoint: **R1,259 888** Maximum: **R1,448,871** as per Government Gazette no 47538 of 18 November 2022 - Determination of Upper limits of total remuneration payable to Managers directly accountable to Municipal Managers.

DURATION:

Permanent. The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement and disclosure of financial interest which shall be concluded within 60 days after commencement of service and annually, thereafter, within one month after the beginning of each financial year of the municipality.

MINIMUM REQUIREMENTS:

A recognised relevant degree in Public Administration/Management Sciences/Law; or equivalent. A post graduate qualification will serve as an advantage. A minimum of 5 years managerial experience in local government and/or public sector environment and have proven successful management experience in administration. A qualification relating to the National Treasury Competency Requirements for Senior Officials, that is, CPMD/MFMP/ELMDP Note: Candidates who have not completed the levels as per Competency levels: The new appointee must attain the minimum competency levels within 18 months from the date of appointment (G40593) GON91 dated 03 February 2017. Computer literacy in Microsoft applications and a valid driving license and must have a motor vehicle.

LEADING AND CORE COMPETENCIES:

Strategic direction and leadership, people management, program and project management, financial management, change and governance leadership. Planning and organising, analysis and innovation, knowledge and information management, communication and presentation skills, results and quality focus.

KNOWLEDGE:

Extensive knowledge and understanding of relevant policy and legislation; Good knowledge and understanding of institutional governance systems and performance management; Knowledge of the statutory requirements regarding the position and the ability to comply therewith i.e Labour Relations Act, and other labour-related prescripts, Legal background and human capital management, Knowledge of co-ordination and oversight of all specialised support functions, Must have excellent communication and facilitation skills; Understanding and knowledge of IDP, Performance Management, Budget processes, SCM Regulations and the Preferential Procurement Policy Framework Act, Council operations, Delegation of powers, Budget and Financial management. Good knowledge of Corporate Support Services, including: Human capital management, Legal Services, Council Support and Auxiliary services and Facilities management.

KEY PERFORMANCE AREAS:

Reporting directly to the Accounting Officer, the recommended candidate will assist the Municipal Manager with the overall governance of the Municipality; Provide management advice to Council, the Accounting Officer as well as the Executive Management Team; lead and manage various functions relating to provision of Corporate Services in all its areas of responsibility but not limited to development and implementation of sound effective organisational development programmes and initiatives that support organisation wellness, opportunities for personal development and growth; Management of employee relations matters, quality induction and training, diversity management and the development of a productive work culture; Advise and assist in the preparation of Legal Documents, Contracts, Policies, Procedures, Practices or other matters having legal significance to the management and operations of the Municipality; Ensure all Policies and standard operation procedures in place and are compliant with the law; Develop and oversee the systems that ensure the Municipality complies with all applicable Codes of Corporate Governance; Provision of Council support services; Prepare and submit reports to the Municipal Manager and relevant political structure. Ensure sound labour relations within the department; establish a Performance Management System and ensure adherence thereto; liaise with stakeholders local, provincial and national spheres of government.

Interested persons meeting the above-mentioned requirements are requested to complete **Annexure C** form as stipulated on the Local Government: Municipal Regulations that is accessible on the following websites: www.gpwonline.co.za/www.ehlanzeni.gov.za. **WITH THE CORRECT REFERENCE ON THE EMAIL SUBJECT LINE must be scanned and emailed to recruitment@ehlanzeni.gov.za. No hand/post-delivery and late applications will be considered.**

Application must disclose:

- Academic qualifications, proven experience and competencies (certified copies of qualifications and to be attached).
- Contactable references,
- Certificates of service from previous employers
- Full details of dismissal for any misconduct
- Any disciplinary procedures instituted at previous employment and any other relevant documentation to support the candidate's application.

NB: Qualifications and SA citizenship checks will be conducted on all short-listed candidates. Successful candidates will be subjected to competency, psychometric assessments, security clearance and other additional checks. This advertisement is subject to Local Government: Regulations on the appointment and conditions of employment of senior managers dated 17 January 2014, Municipal Staff Regulations and Local Government Municipal Systems Amendment Act 3 of 2022: Government Notice no 46740 dated 17 August 2022 effective from 1 November 2022. Applications not accompanied by the required documentation will not be considered.

Council reserves the right not to continue with the recruitment process for any valid reason.

Ehlanzeni District Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply.

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may safely assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants.

Closing date for applications: **17 March 2023 at 16:00**

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Technical enquiries be directed to the General Manager Corporate Services. Telephone number: (013) 759 8500/8547/8668/8637

APPLICATIONS SHOULD BE ADDRESSED TO:

The Municipal Manager
Ehlanzeni District Municipality,
PO Box 3333,
MBOMBELA
1200



Dr NP MAHLALELA
MUNICIPAL MANAGER

