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Dabula Street, Sophia, KwaBhaca

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## UMZIMVUBU

LOCAL MUNICIPALITY

### VACANT POSITION

#### NOTICE NO: 11/2023/2024

Umzimvubu Local Municipality with its mission to properly plan and deliver quality and sustainable services to improve the socio –economic status within the broader Umzimvubu community hereby invites applications from committed, self –driven individuals who want to accelerate their careers in the field mentioned herein through rendering services of high quality and exceptional intelligence in order for it to maintain its vision of being the best run municipality in South Africa.

#### **DIRECTORATE: CORPORATE SERVICES**

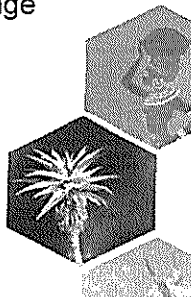
**SENIOR MANAGER: CORPORATE SERVICES (PERMANENT BASED ON GOVERNMENT NOTICE NUMBER 47370 OF 18 OCTOBER 2022 AND NOTICE NUMBER 46740 OF 17 AUGUST 2022)**

**REMUNERATION PACKAGE:** All-inclusive remuneration package of a Grade 2 municipality negotiable between R 884,772 – R 994, 126 - R1, 087, 610 p.a. (as per GG No. 48789 14 June 2023) and will be structured in accordance with individual needs. This is a permanent appointment.

**KEY REQUIREMENTS:** Grade 12 • Bachelor Degree in Human Resources Management /Public Administration/ Law or equivalent • Minimum of 5 year's Middle Management experience preferable in Local Government • Have proven successful institutional transformation within public or private sector • A valid Code B driving Licence • Knowledge and understanding of relevant policies and legislations. Knowledge and understanding of institutional governance system and performance management • Knowledge and understanding of Council operations and delegation of powers • Knowledge and understanding of Human Capital Management, Legal Services, Information Communication and Technology, Council Support, Good Governance, Municipal Financial Management • Knowledge and understanding of Labour Relations prescripts • Knowledge of coordination of and oversight of all specialised support functions. Required core competencies as stipulated in Annexures A and B of regulations on appointment and conditions of employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014. Candidates will be subjected to criminal record checks, background screening; reference and previous employer checks, credit record check and qualification verification.

**KEY COMPETENCIES:** The following competencies as described in the Local Government Regulations on appointment and conditions of employment of Senior Managers dated 17 January 2014 are essential:

- **CRITICAL LEADING COMPETENCIES:** Strategic Direction and Leadership • People Management • Financial Management • Program and Project Management • Change Leadership • Governance Leadership.



- **CORE COMPETENCIES:** Moral Competence • Planning and Organising • Analysis and Innovation • Knowledge and Information Management • Communication • Results and Quality Focus.

**KEY PERFORMANCE AREAS:** • Identifies the Corporate Services Strategy with respect to service delivery and defines, implements and monitors the long-term, mid-term, short-term, plan of the Department • Oversight of Information Communication and Technology (ICT), Human Resource (HR) and Sound Governance (SG) units • Direct and controls the key performance indicator's and outcomes of personnel within the department • Plan the work sequences, programmes and outcomes associated with the maintenance of Corporate Services • Strategizes and manages the implementation of Batho Pele Services Charter for Corporate Services • Ensures championing of Risk Management in the department.

*The successful incumbent will be required to work within Umzimvubu area of jurisdiction and any other area that may be required from time to time, is required to enter into an annual performance agreement and disclose financial interests. All applications should be done through completion of municipal application form for senior managerial posts, with the curriculum vitae and valid certified copies of educational qualifications and identity document. The application form can be obtained in the municipal website being [www.umzimvubu.gov.za](http://www.umzimvubu.gov.za) and municipal offices.*

*All these requirements should be delivered to: The Corporate Services Department, Umzimvubu Local Municipality at Dabula Street, Sophia, KwaBhaca, 5090 or 67 Church street, EmaXesibeni, 4735 or emailed to [recruitment@umzimvubu.gov.za](mailto:recruitment@umzimvubu.gov.za). All applicants should note that, the selected candidates will be subjected to compulsory pre- employment screening in the form of qualifications, reference, criminal records and competency assessment.*

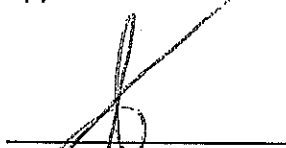


*Women and people with disability are encouraged to apply.*

**ADMINISTRATIVE ENQUIRIES:** Ms N. Ndongeni, Manager: Human Resources at 039 255 8564

**Closing date: 06 June 2024 @ 16h30.**

*Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Umzimvubu Local Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment.*

  
M.G.P. I. NOTA  
MUNICIPAL MANAGER

06/05/2024  
DATE

