

# MATJHABENG LOCAL MUNICIPALITY



## Office of the Municipal Manager DIRECTOR CORPORATE SUPPORT SERVICES

***(Five-year fixed-term performance-based contract)***

***Remuneration: Negotiable***

**Minimum requirements:** • A minimum qualification of an appropriate B degree or equivalent tertiary qualification • A minimum of three years' experience in a senior managerial position, preferably in the Local Government environment • Demonstrated excellent interpersonal and managerial skills • Computer literacy • A driver's licence.

This Director will provide an effective and efficient response to the human resources, administrative systems and procedures, secretarial services, registry and archives and legal services needs of the Municipality. The role provides strategic support to the MM and Council in the management of all corporate services-related objectives.

### **Key performance areas:**

- Manage the Department in accordance with the applicable policies and legislation;
- Manage the recruitment and selection of staff within the context of Council's IDP;
- Implement sound labour relations and build relations with organised labour;
- Render administrative and secretarial support services to the Council and its committees;
- Develop and implement policies in line with national and provincial legislation;
- Lead and direct the legal services of the Municipality;
- Compile and manage the Department's annual Capital and Operational Budget;
- Compile and manage the Department's annual Service Delivery and Budget Implementation Plan (SDBIP);
- Provide Council secretariat services and ensure an efficient and effective Council Committees System exists;
- Provide legal services and ensure compliance with all municipal legislation;
- Manage and maintain the registry and archives of the Municipality;
- Oversee the implementation and management of Employment Equity, Skills Development, Employee Assistance Programme (EAP) and Occupational Health and Safety (OHS) within the Municipality;
- Give strategic direction to the Municipality's Human Resources and Human Resource Administration;
- Manage and maintain Council property;
- Manage and develop policies, by-laws, systems and procedures;
- Manage Council's fleet, registry and auxiliary services;
- Compile and submit the departmental Annual Performance Report.

The preferred candidates must be prepared to enter into five-year fixed-term employment contracts linked to the performance of the Municipality.

Enquiries regarding the above positions can be forwarded to Mr. J. Molawa at (057) 391-3303/3973.

**Candidates are requested to forward comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to:**

**The Acting Senior Manager: Human Resources,  
PO Box 708, Welkom 9460;**

**OR**

**hand-deliver in Rooms 17 or 18, 1st Floor, Main Building, Municipal Buildings, Odendaalsrus.**

**Fraudulent qualifications or documentation will immediately disqualify any applicant.**

A candidate who canvasses any Councillor and/or Senior Official for preference will be immediately disqualified from the selection process or from appointment.

Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998).

**Closing date:** 2 July 2012

**Please note:** If applicants have not been contacted for an interview within six weeks of the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position.

**G. Ramathebane – Municipal Manager**