

# NGWATHE LOCAL MUNICIPALITY ADVERTISEMENT



*Ngwathe Local Municipality is a well-established municipality of integrity and a leader of best practices, a high performing organization, gearing itself to provide excellent and sustainable municipal services, which offers challenge and opportunities to all its employees at all levels.*

*The Municipality hereby invites applications from experienced, qualified, innovative, committed and energetic individuals with a vision, for appointment to the below mentioned position.*

**DIRECTOR CORPORATE SERVICES – REF: 2024/03**

**REMUNERATION:** Ngwathe Local Municipality is a Category 4 municipality, with **Total Remuneration package of: Minimum: R1 016 855, Midpoint: R1 158 646 and Maximum: R1 315 065 per annum** as per Notice No. 3451 published in Government Gazette No 48789 of 14 June 2023. **The pay scale for each senior manager will be individually determined by Competence Based Assessment Outcome, experience and qualifications.**

Please note that the Minimum Competency Requirements for Senior Managers as promulgated in Government Gazette No 37245 of 17 January 2014, Local Government: Regulations on appointment and conditions of employment of senior managers, Local Government System Act, 2000, as amended will apply. **Leading Competencies:** Strategic Direction and Leadership, People Management, Program and project Management, Financial Management, Change Leadership and Governance Leadership. **Core Competencies:** Moral Competence, Planning and Organizing, Analyzing and Innovation, Knowledge and Information Management, Communication, Results and Quality Focus.

The applicant must be a South Africa Citizen or permanent resident in possession of a valid work permit with no criminal record. • He/she must be in possession of a valid driver's license and a suitable vehicle for proper performance of his/her functions; and willingness to work irregular hours with extensive travelling. • A visionary, dynamic change agent with passion and commitment to make a difference. Ability to negotiate at all levels i.e. Local, Provincial and National Government spheres. Must have a valid driver's license and a suitable vehicle for proper performance of duties. Willingness to work irregular hours with extensive traveling. Computer literacy in MS Word, Excel and PowerPoint.

**Place of work: Municipal Head Office, Parys**

Appointments will be on a permanent basis subjected to an annual performance contract.

Reporting directly to the Municipal Manager, the following appointments will be made in line with section 56 of the Local Government Municipal Systems Act 32 of 2000, as amended and relevant Local Government Regulations applicable to the appointment of Senior Managers.

**MINIMUM REQUIREMENTS:**

- A bachelor's degree in Public Administration/ Management Science/ Law/ other relevant field or equivalent qualification, registered on the National Qualifications Framework at NQF level 7 with a minimum of 360 credits.

**ADDED ADVANTAGE:**

- A relevant post graduate qualification
- Certificate in Municipal Financial Management Program as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 or Certificate Program in Municipal Development (CPMD) or attain the qualification within 18 months from date of appointment;
- Registration with the South African Council for Social Service Professionals (SACSSP), or relevant recognized professional body

**EXPERIENCE:**

- A Minimum of Five (5) years' experience at middle management level.
- A proven successful institutional transformation within public or private sector.

**KNOWLEDGE:**

Good knowledge and understanding of relevant policy and legislation.

Good knowledge and understanding of institutional governance systems and performance management.

Good knowledge of corporate support systems including:

- Human Capitals,
- Legal Services,
- Facilitation Management,
- Information 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, Labour relations Act and other labour relations prescripts,

Knowledge of co-ordination and oversight of all specialized support functions.

Legal Background and capital management coordination and oversight of specialised support function.

- An extensive knowledge and understanding of corporate services functions. Understanding of legislations related to: Human Resources Management, Legal Service, Information and Communication Technology (ICT), Administration Services, Council and Committee administration, corporate support to other directorates. Extensive planning and management skills, good interpersonal skills, negotiation skills, conceptual and analytical skills. Excellent communication and report writing skills. Extensive knowledge and understanding of local government-related legislations

## **SKILLS AND COMPETENCIES:**

Good knowledge and understanding of relevant policy and legislation and Councils operations. Strategic leadership and management. Strategic financial management. Governance, ethics and values in public sector. People management. Program and project management. Change leadership. Report writing and presentation skills.

## **KEY PERFORMANCE AREAS**

- Manage the entire Corporate Services Directorate and provide advice on Local Government Legislative Prescripts.
- Strategic planning, organizing, lead and controlling all activities of the Directorate.
- Draft and control Directorate's activity based budget.
- Develop and implement the Directorate SDBIP, lead and direct staff to ensure implementation.
- Develop strategies that enhance service delivery in the municipality and promote good relations and participation of beneficiaries.
- Responsible for all assets, income and expenditure related to Directorate.

## **APPLICATIONS AND CONDITIONS OF APPOINTMENT:**

1. We appreciate your demonstrated interest of being part of Ngwathe Local Municipality.
2. Only SA citizens or permanent residents are eligible to apply.
3. Applicants must submit a completed Application Form (Annexure C) as per the Government Notice No. 21 published in Government Gazette no 37245, dated 17 January 2014 (Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers) available from our municipal website: on [www.ngwathe.fs.gov.za](http://www.ngwathe.fs.gov.za). No Application will be considered if it is not on the Official Application Form. The application form must be originally completed and accompanied by a detailed CV with at least 3 contactable references (telephonically and e-mail), and originally certified copies (not older than 3 months) of qualifications, identity document, and driver's license together with a covering letter clearly depicting the post applied for and enclosed in an envelope clearly marked.

**Applications for these vacancies must be in a sealed envelope, each position's application in its own separate envelope, clearly indicating the position the candidate is applying for and must be Hand – delivered at the Municipal offices situated at Parys, Liebenbergstrek, Free State, between 7h45 and 16h00. The envelope should be for the attention of;**

**The Acting Municipal Manager: Tebeogo Manele  
Ngwathe Local Municipality**

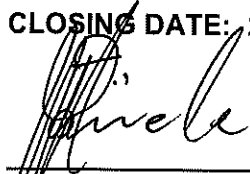
**Women and Persons with disabilities are encouraged to apply.**

4. Faxed, Posted or e-mailed applications will not be considered;
5. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof;

6. Short-listed candidates will be subjected to vetting processes (i.e. reference and qualification checks as well as any previous misconduct or criminal record verification) to determine suitability and sign of indemnity forms;
7. The applicant gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act (include signed consent letter);
8. Recommended candidate(s) will be subjected to a competency based assessment over 2 day's prior appointment;
9. The successful candidate will be required to sign an Employment Contract before assumption of duty, a Performance Agreement within 60 days of appointment and the necessary Disclosure of Financial Interest Forms as well as undergo the necessary Security Vetting Processes;
10. On appointment the appointee should not be holding any political office in a political party whether in a permanent, temporary or acting capacity. Confirmation thereof must be submitted on appointment.
11. The incumbent will be stationed at Ngwathe Local Municipality situated in Parys, but may be deployed anywhere within the municipal jurisdiction depending on the operational requirements;
12. Due to the large number of applicants, correspondence will be limited to the short-listed candidates only. **If you have not been contacted within a period of two months after the closing date of the advertisement, kindly accept that your application has been unsuccessful.**
13. The successful candidate will be reporting directly to the Municipal Manager;
14. A candidate who canvasses for preference will be disqualified;
15. Fraudulent qualifications, information or documents will disqualify any applicant;
16. The Council reserves the right not to make an appointment if, in its view, no suitable could be found;
17. **The Council will NOT pay travelling costs for attending interviews.**
18. **APPLICANTS WHO HAD PREVIOUSLY APPLIED FOR ANY OF THE POSITIONS ARE ADVISED TO RE-APPLY.**

All enquiries can be directed to the Office of the **IDP/PMS Manager: Mr. Itumeleng Mosala**, during Office Hours on 056 816 2700.

**CLOSING DATE: 22 APRIL 2024 (by 16H00)**



**Mr. T Manele**  
**Acting Municipal Manager**