



MASILONYANA

MUNICIPALITY

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Masilonyana Local Municipality subscribes to Affirmative Action and Employment Equity, with its Head Office in Theunissen in the Free State Province, invites suitable candidates to apply for the following positions based at Head Office in Theunissen, but can be placed anywhere within the municipal jurisdiction due to operational requirements.

The appointments will be made in compliance with the provisions of sections 56 & 57 of the Municipal Systems Act, Municipal Finance Management Act and their Regulations, as applicable.

The incumbent will report to the Municipal Manager and will be remunerated as follows:

CONTRACT: Five (5) year fixed term performance based contract.

SALARY: All-inclusive remuneration package negotiable between Minimum R 846 307.00, Midpoint R950 907.00 and Maximum R1040 327.00 as per the upper limits No: 43122 of 20 March 2020.

Benefits: Performance bonus in terms of Council's Performance Management System and all applicable Regulations of the Municipal Systems Act

DIRECTOR CORPORATE SERVICES

Qualifications:

- Bachelor degree in Public Administration/Law or equivalent qualification

Requirements:

- South African citizenship or permanent residence
- 5 years' experience at middle management level preferably in local government;
- Proven successful management experience in administration;
- Valid driver's license and computer literacy

Added advantage:

- Registration with a recognized relevant professional body.
- Extensive and practical knowledge of Local Government
- Certificate in Municipal Financial Management as prescribed by National Treasury Government Gazette No. 29967 dated 15 June 2007.

Key performance areas:

- Lead and manage staff within the Department to enable them to meet their objectives;
- Render consulting services to administrative management as well as the political structure ;
- Lead and manage the legal section so that the Council is proactively protected and that by-laws and other legal documents are suitably drafted;
- Lead and manage the Secretariat Services so that the Council is provided with an effective committee service, its resolutions are executed and that general council administration operates efficiently;
- Manage and Coordinate the flow of information and correspondence from internal and external sources;
- Oversee the implementation of the Labour Relations and related Acts, i.e Basic Conditions of Employment Act, Employment Equity and Skills Development Acts, as well as plans developed for the legislation;
- Develop and implement a performance management system for the Municipality,
- Manage the Human Resources and the labour relations of the Municipality.

Knowledge:

- Good knowledge and understanding of relevant policy and legislation ie. Labour Relations Act, and other labour-related prescripts,

- Good knowledge and understanding of institutional governance systems and performance management;
- Good knowledge of corporate support services, including:
 - Human capital management
 - Legal services;
 - Facilities management;
 - Information communication 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;
- Legal background and human capital management; and
- Knowledge of coordination and oversight of all specialized support functions

Applicants must use **annexure C** (Application form) of the 2014 Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers available on the website: www.masilonyana.fs.gov.za. All applications **must be on the Prescribed Application Form** (no application will be considered without the prescribed application form), including comprehensive CV with at least three contactable references, originally certified copies of qualifications not older than three (3) months (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof), driver's license and identity document which should be directed to: **Mrs HNL Mokoteli, Acting Municipal Manager** Masilonyana Local Municipality, P.O. Box 8 THEUNISSEN 9410. Applications can also be hand delivered at our Head Office, 47 Le Roux Street, in Theunissen.

The shortlisted candidates will be subjected to Screening according to Regulation 14 (1) of the 2014 Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers. Recommended candidate(s) will be subjected to a competency based assessment over 2 day's prior appointment. The successful candidates will also be subjected to the signing of an Employment Contract on or before assumption of duty, and an Annual Performance Agreement as well as a Disclosure of Financial Interest form within 60 days of appointment and annually thereafter within 30 days of the beginning of the financial year.

The following will automatically disqualify a candidate:

- Faxed, e-mailed, late applications and applications not made on the prescribed application form;
- Canvassing for appointment;

Also note:

- If no reply to your application has been received within 90 days of the closing date, you should consider your application as being unsuccessful.
- The municipality will not take responsibility for information not mentioned in applications.
- Municipality reserves the right not to make an appointment.

Closing Date: 14 March 2022 at 16h00

Enquiries: Mrs H.N.L Mokoteli (Acting Municipal Manager)

Tel: 083 511 8220

E-mail: lmokoteli@masilonyana.co.za; lungile.mlondo@gmail.com

DULY SIGNED

H.N.L MOKOTELI

ACTING MUNICIPAL MANAGER