



LESEDI LOCAL MUNICIPALITY, WITH ITS HEAD OFFICE SITUATED IN HEIDELBURG, CNR HF VERWOERD AND LOUW STREET, INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITIONS:

RE - ADVERTISEMENT	
CLUSTER	OFFICE OF THE MUNICIPAL MANAGER
DEPARTMENT	CORPORATE SERVICES
POSITION	EXECUTIVE MANAGER – CORPORATE SERVICES
	(5 YEAR FIXED TERM CONTRACT). The candidate to be appointed will be stationed at the Head Office: Corner HF Verwoerd and Louw Streets in Heidelberg.
SALARY	Remuneration Package: (Minimum R 835 477.00 - Midpoint R 965 869.00 - Maximum R 1 096 262.00) In line with Government Notice No. 380 of 2016 on TRP packages payable to Municipal Managers and Managers directly accountable to Municipal Managers.
REQUIREMENT	A Bachelor Degree in Public Administration/ Management Sciences/ Law or equivalent from a recognized tertiary institution. * Minimum of 5 years in the Corporate Support Services field at middle management levels *A postgraduate qualification would be an added advantage *Proven track record of managing functions relating to Corporate Support Services. *Extensive and practical knowledge of the Local Government environment. *Good understanding of performance management system applicable to Local Government.*Understanding of Municipal Legislative Framework including, Municipal Systems Act, MFMA, Municipal Structures Act, and other related legislation. *Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) <b>in line with Notice 29967 of 15 June 2007</b> on Municipal Regulations on Minimum Competency Levels. Candidates who are not in possession of the CPMD/MFMP will be given an opportunity to obtain such certificate within 18 months; if appointed. <b>Please note that recommended candidates will undergo security vetting, including inter alia competency assessments, the verification of curricula vitae, qualifications and criminal records. The successful candidate will be required to sign an employment contract, annual performance agreement as well as to disclose their financial interests..</b>
COMPETENCIES	Good knowledge and understanding of institutional governance systems and performance management. Good knowledge of corporate support services including: Human capital management, Legal Services, Fleet management, Facilities 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 related prescripts. Knowledge of coordination and oversight of all specialized support functions. *Strategic leadership and management. *Strategic financial management. *Good governance and ethics and values. *A high level of written and verbal communication skills.*A high level of emotional intelligence. *Proven ability to communicate and negotiate in all spheres and levels of government. *Ability to meet deadlines. *Attention to detail. *Ability to work under pressure. *Proven ability to provide strategic and innovative leadership. *Strategic thinking and analysis. <b>Core Competencies:</b> Strategic direction and leadership. *People Management. *Program and Project Management. *Financial Management. *Change Management. *Governance Leadership. Proven ability to communicate and negotiate at all levels of Government. *Advanced understanding of Council operations, delegations. Provide strategic leadership in the Corporate Support Services Department which includes HR, Legal Services, Administration and Fleet Management. *Oversee HR policy development implementation and review. Oversee the provision of support to other departments in relation to corporate support services including Human Resource services, Legal services, Facilities Management, Administration and Fleet management *Perform any other function delegated by the Accounting Officer in relation to the department's roles and responsibilities.
EXPERIENCE	5 years' relevant experience at Senior Management level and have proven successful institutional transformation within public or private sector

DUTIES	<p><b>Key performance areas:</b> As the Head of Corporate Services, the incumbent will take responsibility for the overall performance in the following areas: * Provide strategic leadership in the Corporate Services Directorate of the Municipality, which includes human resource management, legal services and administrative services, fleet as well as facilities management • Develop and continuously evaluate the short- and long-term strategic organisational governance objectives of the Municipality • Ensure policy development, research and compliance • Develop and monitor systems, procedures and processes to ensure correct working operations and practices • Provision of committee/secretariat support to Council and its committees • Coordination of Portfolio Committee meetings and business processes • Undertake overall administration of Council records and archiving to ensure compliance with regulatory frameworks • Provide legal support and administration, including development/review of municipal by-laws, system of delegations, legal advice, etc • Develop and implement the departmental SDBIP • Compile, implement, monitor and report on the departmental budget • Give inputs and support towards preparation of IDP to ensure alignment and efficient performance • Formulate creative solutions to enhance cost-effectiveness and efficiency in the delivery of services and administration of the Municipality • Perform any other function delegated by the Accounting Officer in relation to the department's roles and responsibilities.</p>
APPLICATIONS	<p><b>Candidates who had applied for this position need not apply as they will be considered for the position.</b></p> <p>To apply interested candidates must submit a fully completed application form from our website: <a href="http://www.lesedi.gov.za">www.lesedi.gov.za</a>. Attach a signed application letter, a comprehensive Curriculum Vitae (CV), certified copies of qualifications, driver's license and Identity Document to the Office of the Executive Mayor. Faxed, emailed or applications not made on the applicable application form will not be considered. Enquiries should be directed to the Office of the Municipal Manager at 016 492 0043 during office hours (7h30 – 16h15).</p> <p>Lesedi Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from designated groups are encouraged to apply. If you do not hear from us within 60 days after the closing date, kindly accept that your application was unsuccessful and communication will be limited to shortlisted candidates.</p> <p><b>Applications in sealed envelopes must be hand-delivered to the Office of the Municipal Manager: Corner HF Verwoerd and Louw Street, Heidelberg during office hours only.</b></p> <p><b>All enquiries relating to job content can be directed to: The Office of the Municipal Manager, Mr P Mpele @ tel 016 492-0043/<a href="mailto:mm@lesedi.gov.za">mm@lesedi.gov.za</a> during office hours.</b></p> <p><b>Applications can also be posted to:</b>  P.O Box 201  <b>Heidelberg</b>  1438</p> <p style="text-align: center;"><b><u>CLOSING DATE FOR ALL APPLICATIONS IS 10 NOVEMBER 2017</u></b></p> <p>NOTICE NO: <b>39/2017</b></p>