



Notice no. 07/2024/25

Re-Advert

Director Organisational Development and Corporate Services

Metsimaholo Local Municipality is an employment equity employer, looking for suitably qualified persons to fill the under-mentioned post.

Directorate Organisational Development and Corporate Services

DIRECTOR ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

Remuneration: Metsimaholo Local Municipality is a Category 5 municipality in terms of the categorisation by **Gazette No. 50737 of 30 May 2024** and the current upper limits Total Remuneration package applicable is R1 139 433.00 (**minimum**) R1 340 509.00 (**midpoint**) R1 541 584.00 (**maximum**) per annum plus 4% remote allowance of the total remuneration package, where is applicable. The offer of remuneration will be determined by the competencies, qualifications, experience, and knowledge of the candidate considered for appointment.

Appointment for this position will be on **permanent basis**. The shortlisted candidates will be subjected to security vetting, qualification verification, reference checks, and criminal records checking. Recommended candidates will undergo a 2-day' competency-based assessment prior appointment, the incumbent will also be subjected to the signing of Employment Contract on or before assumption of duty, and an Annual Performance Agreement and Disclosure of Financial Interest within 60 days of appointment.

The incumbent will be stationed at Metsimaholo Local Municipality's head office situated in Sasolburg but may be placed anywhere in the jurisdiction depending on operational requirements.

Reporting directly to the Municipal Manager, the appointment will be made in line with the Local Government Municipal Systems Amendment Act, No 03 of November 2022 and relevant Local Government Regulations applicable to the appointment of Senior Managers.

The following requirements and added advantage is applicable to this position:

Qualifications, Requirements and Experience

- Grade 12.
- A recognised bachelor's degree in public administration / management sciences / law or equivalent at an acceptable tertiary institution.
- Five (05) years minimum work-related experience and knowledge at middle management level and have a proven successful institutional transformation within public or private sector, preferably local government sphere.
- Have proven successful management experience in administration, legal and human capital management.
- Computer literacy in MS Office
- Valid driver's license (Code 08 (EB)).

Other requirements for the abovementioned posts:

- Willingness to work irregular hours with extensive traveling and ability to work under pressure.
- South African citizenship or permanent residence.
- No criminal record.
- Report Writing to Municipal Manager, Committees and Council, Managing the overall departmental performance.
- Computer literacy in MS Office.
- Must be in possession of valid driver's license and a suitable vehicle for proper performance of his/her functions.

Added advantage.

- Certificate in Municipal Financial Management Program (MFMP) (SAQA Qualification ID no. 48965) or Certificate Program in Municipal Development (CPMD). A person who does not meet the minimum competency levels in unit standards will be given an opportunity to attain the minimum competency levels within 18 months from the date of appointment.
- Registration with a relevant professional body.

Knowledge and attributes

- 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 services; including Human capital management, Legal services, Facilities management, Records management, public participation, Information Communication Technology, committees 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;
- Good knowledge of Labour Relations Act and other labour related prescripts;
- Must have Legal background and human capital management; and knowledge of coordination and oversight of all specialized support functions.
- Knowledge of coordination and oversight of all specialised support functions.

Key Performance Areas

- Overall management of the Corporate Services business unit, Policy formulation, strategy development, corporate governance promotion.
- Provide strategic management and processes in the areas of Council Support, Human Capital, Legal Services, Administration Services, Committees, Auxiliary Services, Records Management and Information Communication Technology.
- Developing, implementing and managing strategic goals, procedures and plans and align these with the municipality's objectives.
- Compiling / Updating delegated powers as stipulated in the Municipal Systems Act.
- Responsible for developing organisational policies and procedures.
- Develop and manage the directorate's budget such that expenditure is in line with council policy, MFMA and supply chain's requirements.
- Prepare and submit reports to the municipal manager and relevant structures.
- Ensure sound labour relation skills, including speech and report writing. Ability to work under pressure. Ability to promote strategic planning and innovative leadership. Ability to negotiate at all levels.

The incumbent must have the following competencies as per Government Gazette no. 37245 of 17 January 2014:

Strategic Direction and Leadership; People Management, Programme and Project Management; Financial Management; Change Leadership; Governance Leadership; Moral Competence; Planning and Organising; Analysis and

Innovation; Knowledge and Information Management; Communication; Results and Quality Focus.

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.metsimaholo.gov.za. All applications **must be on the Prescribed Application Form** and submitted together with a comprehensive CV with at least three contactable references and email addresses of the referees, originally certified copies of qualifications (within 6 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: Mr F J Motloung, Municipal Manager, Metsimaholo Local Municipality, P.O. Box 60, Sasolburg 1947. Applications can also be hand delivered at our Head office in Sasolburg 10 Fichardt Street Civic Centre at Human Resources Division, first floor, main building Room 106. Faxed, e-mailed, late applications and applications not made on the prescribed application form will not be considered.

- Canvassing for appointment will automatically disqualify an applicant.
- Late applications will not be considered.
- The person must not be holding any political office in a political party whether in a permanent, temporary, or acting capacity.
- 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.
- Fraudulent qualifications, information or documents will disqualify any applicant.
- The applicant gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act.
- **Applicants who previously applied must re-apply for the position.**

Closing date for applications is **19 November 2024** at 16:00. Direct your enquiries to Municipal Manager, Mr F J Motloung at 016 973 8313.

Mr F J MOTLOUNG
MUNICIPAL MANAGER