



Nama Khoi Local Municipality

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SPRINGBOK, 8240
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FAX: 027 712 1635
EMAIL: info@namakhoi.gov.za
WEB: <https://www.namakhoi.gov.za/>

VISION: *Building tomorrow, today.*

MISSION: *To deliver outstanding services to the community and to stimulate economic development in the region with the focus on the previously disadvantaged.*

- Alle korrespondensie moet gerig word aan die: KANTOOR VAN DIE MUNISIPALE BESTUURDER
- All correspondence to be addresses to the: OFFICE OF THE MUNICIPAL MANAGER
- Yonke imbalelwano mayithunyelwe kwi: I-OFISI YOMPHATHI KAMASIPALA



ADVERTISEMENT: NOTICE NUMBER: 93/2024

Nama-Khoi Municipality, with its Headquarters in Springbok, invites suitably qualified candidates to apply for the following vacant positions. The Municipality is an equal opportunity, affirmative action employer, subscribes to the principles of employment equity, and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: CORPORATE SERVICES

POSITION: DIRECTOR: CORPORATE SERVICES

LEVEL: MANAGER REPORTING DIRECTLY TO THE MUNICIPAL MANAGER

CENTRE: SPRINGBOK, NORTHERN CAPE

A. Annual Total Remuneration Package

- Minimum Total Remuneration Package – R 859 002.00 – Midpoint Remuneration Package R 965 171.00 - Maximum Remuneration Package -R 1 055 932.00 (Category 2 Municipality)
- A Remote Allowance of 10% are added to the Total Remuneration Package of the Senior Manager.

B. Terms of Appointment: PERMANENT

C. Essential and Non- Negotiable Requirements:

Good knowledge and understanding of relevant policies and legislation, Good understanding of institutional governance systems and performance management. Understanding of Council operations and delegations of such powers and functions such as public safety, parks and recreation management, cemetery management, health service management and library services. To have extensive knowledge of the public office environment. Budget and finance management. To be innovate and strategic leader. Good facilitation and communication skills in at least two of the three official languages. Must be able to formulate engineering master planning, project management and implementation.

- Grade 12 plus Bachelor’s degree in Public Administration/Law/Management Sciences or equivalent qualification;
- A minimum of five (5) years experience at middle management level and have proven successful management experience in administration;
- Must meet minimum competency requirement of National Treasury (in possessing of the Certificate Programme in Management Development for Municipal Finance (CPMD) qualification as per Government Gazette No. 29967 or in the process of acquiring this certificate programme within 18 months after appointment.
- Good knowledge and understanding of relevant policy and legislation, municipal governance systems and performance management;
- Good knowledge of corporate support services including Human Resource management and Information communication technology and council support services;
- Good knowledge of supply chain management regulations and the PPPFA;
- Good governance, Labour Relations Act and other labour related prescripts, legal background and Human Resource Management, knowledge of coordination and oversight of all specialised support functions;
- Computer literate and a valid Driver’s licence.
- **Leading Competencies:** Strategic direction and leadership, Financial Management, People Management, Program and Project Management, Change Leadership, Governance Leadership.
- **Core Competencies:** Moral Competence. Planning and Organizing. Analysis and Innovation. Knowledge and Information Management. Communication. Results and Quality Focus.

D. KEY PERFORMANCE AREAS: INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- Effectively manage the Department by providing leadership to the following units: Human Resource Management and Information Communication and Technology division.
- Prepare and manage operational and capital budget of the Department.
- Ensure compliance with Labour Relations Act and other labour related prescripts in local Government.
- Policy development and implementation;
- Advise the Municipal Manager and other officials on matters pertaining to the Department, align the Departmental plans and objectives with the municipal integrated development plan (IDP) and strategic objectives;
- Monitor and manage the performance of other officials in the Department;
- Assist the Municipal Manager to achieve corporate targets of the municipality with regards to service delivery to the local Community.

NB: Please Note:

- No faxed or e-mailed applications will be considered;
- Candidates are required to complete the prescribed “Annexure C” application form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 Government Gazette 37245 dated 17 January 2014 which is obtainable from the internet at www.gpwonline.co.za, or on the Municipal Website namakhoi.gov.za (failure to do so will result in the candidate being disqualified);
- Short-listed candidates will be subjected to security vetting/screening, verification of qualifications And employment history/reference check and competency assessment and should also disclose Financial interest;
- Nama-Khoi Municipality reserves the right to nullify or cancel an employment contract and recover all

Costs incurred by the municipality including remuneration, advertisement, etc; should it be Discovered that the successful candidate submitted false or insufficient information which resulted to The contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;

- If no communication has been received from us within ninety (90) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
 - Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will Automatically disqualify the applicant.
 - The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
 - If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed/sent to:
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- Applications that hold any political office positions namely Chairperson, Deputy Chairperson, Secretary, Deputy Secretary or Treasurer Nationally, Provincially, Regionally or other areas in which the party operates; or any position in a political party equivalent to a position mentioned above, Irrespective of the title designated to that position, shall not be considered for appointment as Head of Department: Community Services.

The Municipal Manager
Attention: Mr. J I Swartz
Nama-Khoi Municipality
P.O. Box 17
SPRINGBOK
8240

Or can be hand delivered at:

Nama-Khoi Municipality
Namakwa Street 4
Springbok
8240

Enquiries may be directed to Manager: Human Resource Management, Mr. J Makaza at (027) 718 8131 during office hours between 08:00 – 16:00.

CLOSING DATE: 05 July 2024 at 12:00