



Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled persons are encouraged to apply

**CORPORATE SUPPORT & SHARED SERVICES
MANAGER: CORPORATE SUPPORT AND SHARED SERVICES**

Remuneration: An All-inclusive negotiable remuneration package. This is a fixed-term employment contract for five (5) years and the incumbent shall be expected to sign a performance agreement.

REQUIREMENTS

A recognized Law/ Human Resources/ Public Administration degree. A post graduate degree in administration or law will be an advantage and / or a Certificate Programme in Municipal Development (CPMD) or Municipal Finance Management Programme (MFMP) (Minimum competencies) would be an added advantage. A minimum of 5 years' relevant experience, preferably in Local Government as Senior Management Level. An incumbent must have a driver's license and be computer literate.

KNOWLEDGE

- Constitutional requirements for local government and local government legislation.
- HR matters and municipal administrative procedures.
- Labour relations.
- Policy formulation
- Financial and performance management reporting.
- Strategic planning
- Project /programme planning
- Compilation of management reports.
- Manage the department independently.

SKILLS

- a. Analytical and research skills.
- b. Policy formulation
- c. Problem solving
- d. Performance management and reporting
- e. Effective communication skills.
- f. Maintaining staff discipline.
- g. Budget management within the department
- h. Strategic leadership and management.

RESPONSIBILITIES

- a. To provide strategic leadership and management to the department.
- b. To initiate and support institutional transformation.
- c. To formulate new policies and review old ones.
- d. To manage HR and legislative & administrative arms of the department.
- e. To ensure the budget is spent within the limits.
- f. To implement performance management system.
- g. Developing and implementing policies, procedures, and systems to promote efficient and effective operations of service delivery.
- h. To provide legal advise to Council.
- i. To implement Corporate Services IDP projects.

Applications, accompanied by a comprehensive CV, originally certified copies of qualifications, ID, driver's license and covering letter that indicate the position you are applying for, must be sent by post to: The Municipal Manager, Waterberg District Municipality, and Private Bag X 1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

All qualifications and references will be verified.

Further enquiries may be directed to Ms. Portia Makibelo at tel. no. 014 718 3367 during office hours.

Closing Date: 05 April 2012

Should you not be contacted within 60 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right **NOT** to fill the advertised posts.

M.V LETSOALO

MUNICIPAL MANAGER