

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 are encouraged to apply.

MANAGER CORPORATE SUPPORT AND SHARED SERVICES

(5 – YEAR FIXED TERM EMPLOYMENT CONTRACT) not exceeding a period ending one year after the election of the next council of the municipality
REF: PF-MC36CSCS001

Annual Total Remuneration Package: Minimum R 894 447.00, Midpoint R 1,022,226.00, Maximum R 1,133,463.00 per annum for a Category 3 Municipality; *(Annual Total Remuneration Package will be determined by competence, qualification, experience and knowledge read together with the guidelines as set out in Government Gazette No.43122 dated 20 March 2020).* The successful incumbent shall be expected to sign Employment Contract, Performance Agreement and Disclosure of Financial Interest Form. The candidates recommended for appointment to the post must undergo a competency assessment and security vetting. The recruitment for the Manager Corporate Support and Shared Services is in accordance with the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers and other relevant Legislations and Regulations.

The incumbent will be stationed at Waterberg District Municipality with its Offices in Modimolle Town.

REQUIREMENTS: Bachelor Degree in Public Administration / Management Sciences /Law or equivalent. The applicant must have a minimum of five (5) years relevant experience at middle management level and have proven successful management experience in administration. The applicant must be computer literate.

KNOWLEDGE: • 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 *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 • Labour Relations Act, and other labour-related prescripts; • Legal background and human capital management; and • Knowledge of coordination and oversight of all specialised support functions

LEADING AND CORE COMPETENCIES: • Strategic direction and leadership; people management; program and project management; financial management; change management; government leadership • Moral competence; planning & organising; analysis & innovation; knowledge & information management; communication and results & quality focus

KEY PERFORMANCE AREAS: As the Manager Corporate Support and Shared Services, the incumbent will subject to the policy direction of the municipal council be responsible and accountable for: • Provide strategic direction and monitor the implementation of the strategic objectives of the Department • Manage, Control, Plan and organize the Corporate Support and Shared Service Department in line with applicable legislations, policies and regulations as and when they are amended or passed by Parliament. • Lead, Direct and manage staff in the Department. • Manage cost effective of the Department's budget and timely implementation of resolutions related to the Department; • Provide coaching and advise to all staff. • Management of the organizational development including employment equity. • Development, implementation and management of strategic goals, policies, procedures and plans for the Department. • Overseeing change management and transformation. • Ensures compliance with applicable policies and legislation by the Municipality. • Updating statutes and Council's By-Laws. • Compiling and updating of delegated powers and policy matters. • Management of administrative assistance relating to Corporate Support and Shared Services to the Council and other relevant committees. • Management of registry and record management system. • Management of Human Resource Management, Development, Labour Relations, Employee Assistance, Occupational Health and Safety. • Management of recruitment, selection, appointment and termination of service of staff. • Management of provision of Municipal Legal Services, Auxiliary Service, Fleet Management, Contract Management and Information Communication and Technology (ICT). • Management, Development, control and monitoring of the Departmental Budget. • Provide sound relationship between management and staff, management and unions, management and councilors through development of appropriate communications channels and consultation. • Continuously analyzing service level, efficiency of work processes with the view of providing new ways or improved service level. • Implement and support the IDP and the District Development Plan.

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za or obtainable from the reception desk. The form must be accompanied by a detailed updated CV, recently (not older than 3 months) originally certified copies of qualifications, ID, driver's license and a signed covering letter that indicate the position you are applying for and must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X 1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. (Covid-19 regulations must be adhered to) Faxed, e-mailed, late applications and those without the relevant accompanying documents will not be considered.

NOTE: Qualifications, employment background check and a security vetting (criminal record check) will be done for the successful candidate. Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 or Mr. J Matlou at 014 718 3339 during office hours.

Closing Date: 04 March 2022

Correspondence will be limited to short-listed candidates only. Should you not be contacted within 90 days of the closing date please consider your application unsuccessful. The Waterberg District Municipality reserves the right not to appoint or fill the advertised post.

P RAPUTSOA - MUNICIPAL MANAGER



WATERBERG DISTRICT
MUNICIPALITY