



LEPHALALE MUNICIPALITY

Lephalale is one of the fastest growing towns in Limpopo due to the presence of natural coal reserves, huge industrial expansion projects initiated by mainly coal mining processing and electricity generation. Suitably qualified persons who wish to take role in the development and exposure of the Municipality are hereby invited to apply for the following challenging positions:

POSITION: EXECUTIVE MANAGER: COPORATE SUPPORT SERVICES (RE –ADVERT: IF YOU PREVIOUSLY APPLIED FOR THIS POSITION, YOU ARE ADVISED TO RE-APPLY) DURATION: FIVE (5) YEAR PERFORMANCE-BASED CONTRACT REMUNERATION: R 972 648– R1 108 275– R 1 257 894 PLUS 7% REMOTE ALLOWANCE (IN LINE WITH GOVT GAZETTE NO.:42023) WORKSTATION: LEPHALALE CIVIC CENTER

The incumbent is expected to sign an appointment contract, a performance agreement and disclosure of financial interest. The shortlisted candidates consent to qualifications, employment background and security vetting.

Requirements: Bachelor Degree in Public Administration/ Management Science or Law, or equivalent qualification. At least five (5) years' experience in middle management level and has proven successful management experience in administration. Excellent communication skills with an ability to interact with stakeholder at all levels. Extensive knowledge of legislation, labour procedures and processes pertaining to Local Government environment. Computer literate. Valid code B driver's license.

The incumbent must have the following leading and core competencies as per the government gazette no: 37245 dated 17 January 2014 and municipal regulations on minimum competency levels issued in terms of the Local Government Municipal Finance Management Act 2003 dated 1 July 2007.

Strategic Leadership and Management, Strategic and Operational Financial Management, Risk and Change Management, Project Management, Legislation, Policy Implementation, Stakeholder Relation, Supply Chain Management, Financial and Performance Reporting.

Knowledge & Skills: Good knowledge and understanding of relevant policy and legislation, institutional governance systems and performance management. Good knowledge of corporate support services, including; Human Capital Management, legal services, facilities management, information technology and council support. Good knowledge of supply chain management regulations PPPF act 2000, good governance, labour relations, legal background and human capital management, knowledge of coordination and oversight of all specialized support functions.

Attributes: Strategic planning, leadership and management, strong in governance, strong business and work ethics and values, result-orientated, innovation, problem solving and analytic thinking, customer-oriented, communication skills, accountable, team-player, Supply Chain Management, Project Management, Legislation, Policy development and

implementation. High level of emotional intelligence, negotiation, attention to detail, Stakeholder relations. Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

KPA's, inter alia, will: Provide Legal Services, Labour Relations and Management of compliance by Council with legislation. Management and maintenance of all Council Administration. Develop policies and system for the day to day operations of the department. Compile and manage the Directorate's Annual capital and Operational Budget. Preparing and submitting reports to the Municipal Manager and relevant Committees so that they are informed of the issue relevant to Corporate Services. Providing support to the political levels so that politicians are advised of relevant issues pertaining to the Directorate. Promote and maintain healthy relations and liaison with labour unions. Controlling the minutes and handling the contracts of council. Attending Executive Committee, Council and other related meetings. Key functional areas: human Resources, Legal Services, Council Administration, Information Technology, General Administration and Records keeping.

Closing Date: 20 November 2020 PJ Moaloshi Tel. no. 014 762 1414.

At least 60% of the total remuneration package to be structured salary and 40% be flexible in accordance with SARS guidelines.

All applications must be submitted on Lephalale Local Municipality's application form for section 56 Executive Managers positions that is downloaded on our website: www.lephalale.gov.za and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's license and covering letter that indicate the position you are applying for and must be sent by post to: *The Municipal Manager Lephalale Local Municipality, Private Bag X136, Lephalale, 0555 or hand delivered to Lephalale Local Municipality, Corner Joe Slovo & Dou Water Street, Lephalale 0555, Corporate Support Services, Records Office.* Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

Lephalale Municipality is an affirmative action and equal opportunity employer and is committed to transformation.

If you are not contacted within 90 days after the closing date, kindly consider your application as unsuccessful.

Date: 06/11/2020

Notice no.: V5/2020/2021

MM COCQUYT

Municipal Manager