

**KGATELOPELE MUNICIPALITY**

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

**APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT POSITION**

 **Reference no: KLM 06/2024/2025**

**JOB TITLE: DIRECTOR**

**DEPARTMENT: CORPORATE SERVICES**

**REPORTS TO: MUNICIPAL MANAGER**

**Salary – Total remuneration package R913 969 (minimum) / R1 026 932 (midpoint) / R1 123 501 (maximum)**

**Terms of Appointment: Permanent**

**Job purpose:** The Director: Corporate Services is responsible for the strategic management and operational oversight of the Corporate Services department within the municipality. This role ensures the efficient and effective delivery of corporate support services, encompassing human resources, legal services, IT, records management, and organizational development, in compliance with relevant legislative frameworks and regulations governing municipalities in South Africa.

**Qualifications and Experience:**

A relevant bachelor’s degree (NQF level 7) qualification as recognized by SAQA in Public Administration / Management Sciences / Law, or equivalent relevant qualifications. A Certificate in Municipal Financial Management Programme (MFMP) is a Compliance with the requirements contained in the Minimum Competency Levels Regulations, Notice No. 493, Government Gazette No. 29967 of 15 June 2007 or the ability to complete it within 18 months, as contained in Notice 91 of 03 February 2017 and promulgated in Government Gazette No, 40593. Failure to comply with this, will result in automatic termination of service within 1 month after expiration of this period. Minimum of 5 years’ experience in a middle management role within the public sector environment, preferably within local government. Proven experience in managing corporate support services, including HR, legal, IT, and records management. In-depth knowledge of South African local government legislation and regulations.

**Skills and Competencies:**

Strategic thinking and leadership skills. - Excellent communication and interpersonal skills. - Strong understanding of legal and regulatory frameworks governing municipalities. - Financial management and budgeting skills. - Problem-solving and decision-making abilities. - Ability to work collaboratively and build strong relationships with stakeholders. - High level of integrity and ethical conduct.

**Key Performance Indicators:**

Achievement of strategic objectives set out in the Corporate Services strategic plan. - Compliance with legislative and regulatory requirements. - Improvement in service delivery efficiency and effectiveness. - Staff performance and development metrics. - Financial performance against budget.

**Key Performance Areas**

1. Strategic Leadership: Develop and implement the Corporate Services strategic plan aligned with the municipality’s overall strategic objectives. - Provide leadership and direction to the Corporate Services department, ensuring effective management of resources and service delivery. 2. Human Resource Management: Oversee the development and implementation of HR policies, procedures, and practices in line with labor legislation. Manage staff recruitment, retention, performance management, training, and development programs. 3. Legal and Compliance: Ensure the municipality’s compliance with all relevant laws, regulations, and by-laws, including the Municipal Finance Management Act (MFMA), Municipal Systems Act (MSA), and other pertinent legislation. Provide legal advice and support to the Municipal Manager and council, manage litigation, and oversee contract management. 4. Information Technology: Develop and implement an IT strategy to support the municipality's operations and service delivery. Ensure the security and integrity of municipal data and IT systems. 5. \*\*Records and Information Management: Oversee the management of municipal records and information in compliance with legislative requirements. - Ensure the efficient and secure storage, retrieval, and disposal of records. 6. Organizational Development: Drive organizational development initiatives to improve efficiency, effectiveness, and service delivery. - Promote a culture of continuous improvement, innovation, and excellence within the Corporate Services department. 7. Financial Management: Develop and manage the department’s budget, ensuring financial resources are used effectively and efficiently. - Monitor and report on departmental financial performance. 8. Stakeholder Engagement: Establish and maintain effective working relationships with internal and external stakeholders, including other government departments, the community, and service providers. - Represent the municipality in relevant forums and committees.

**Financial interest;**

* Kgatelopele 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 Act of 2000 as amended or any other relevant legislation;
* If no communication has been received from us within thirty (30) 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.
* 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 is required.
* No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted.

**Conditions**

1. All shortlisted applicants will be subjected to security vetting, which includes verification of qualifications, reference checks, possible criminal records, financial misconduct, nationality etc.
2. The candidates will be required to disclose all financial interests.
3. The appointment of successful candidate is subjected to the signing of employment contracts and performance agreements in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on appointment and conditions of employment of Senior Managers

Applications can be posted to The Municipal Manager Attention: Adv. W Blundin

Kgatelopele Municipality

P.O. Box 43 DANIELSKUIL 8405

**Or can be hand delivered at:**

Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Acting Senior Human Resource Officer: Ms. C. van Rooyen (053) 384 0101 during office hours between 07:30 am – 16:45pm Monday to Thursdays and Fridays till 15:30pm.

**CLOSING DATE:** 06 February 2025 at 12:00pm