

LETSEMENG COUNCIL/LETSEMENG RAAD



Private Bag X3
KOFFIEFONTEIN
9986

Telephone : (053) 3300 210
E-Mail – mm@letsemeng.gov.za
Website – www.letsemeng.fs.gov.za
Enquiries: TL Mkhwane

EXTERNAL JOB ADVERTISEMENT

Letsemeng Local Municipality subscribe to the principle of affirmative action and its administrative offices are situated in Koffiefontein, 140 km south of Bloemfontein in the Free State. Letsemeng Local Municipality incorporates the following towns Koffiefontein, Petrusburg, Jacobsdal, Luckhoff and Oppermansgronde.

POST NO	1
TITLE	Director Corporate Services
REPORTING TO	Municipal Manager
TERM OF CONTRACT	5 years (Fixed Term Contract)
LOCATION TO BE STATIONED AT	Koffiefontein
REMUNERATION	Remuneration Package per Annum: R 846 307 (Minimum), R 950 907 (Midpoint) R 1040 327 (Maximum) all inclusive as determined by Notice No: 43122 of 2020 on upper limits for Senior Managers: Category 2 Municipality.
REQUIREMENTS	<ul style="list-style-type: none">• Bachelor Degree in Public Administration/Management Science/Law or equivalent qualification• Competencies as set out in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, GN 21, GG 37245 dated 17 January 2014.• Compliance in terms of the financial and supply chain management competency areas in terms of GN R493 as published in GG no 29967 of June 2007 municipalities where granted exemption from Regulation 15 and 18 of GG 29967 under Notice and No 40593 of 3 February 2017, subject to condition of compliance with minimum competency levels within 18 months of date of employment)• Excellent facilitation and communication skills in at least two (2) of the three (3) official languages of the Free State province.

OTHER REQUIREMENTS	<ul style="list-style-type: none"> • The appointed candidate must be a South Africa Citizen or permanent resident with no criminal record. • He/she must be in possession of a valid driver's license and a suitable vehicle for proper performance of his/her functions; and • Willingness to work irregular hours with extensive travelling;
ADDED ADVANTAGE	<ul style="list-style-type: none"> • Certificate in Municipal Financial Management Programme (MFMP) in terms of GN R493 as published in GG no 29967 of June 2007 will be an added advantage. • Registration with professional bodies will be an added advantage.
YEARS OF EXPERIENCE	<ul style="list-style-type: none"> • Minimum of five (5) years' experience at middle management level. • Have proven successful management experience in administration.
KNOWLEDGE	<ul style="list-style-type: none"> • Good knowledge and understanding of relevant policies and legislation; • Good knowledge and understanding of institutional governance systems and performance management; • Good knowledge of corporate support service, including: Human Capital Management, Legal Services, Facility Management, Information Communications Technology (ICT), Council Committee Support Services, Registry and Office Auxiliary Services, Communications and Customer Relations Management; • 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; • Knowledge of coordination and oversight of all specialised support functions; • Knowledge of local government environment, excellent communication and negotiating skills at all levels of local government; • Good skills in conflict resolutions, problem solving and ability to be decisive.
CORE FUNCTIONNS	<ul style="list-style-type: none"> • Human Resource Management • Legal Services • Information and Communication Technology (ICT) • Communication and Customer Relations Management • Administration Services • Corporate support to other directorates
PLEASE NOTE:	<ul style="list-style-type: none"> • Applicants must download and fill in an Application Form (Annexure C) available from all municipal offices in the above-mentioned towns, or can be downloaded from Letsemeng Local Municipality's website; www.letsemeng.gov.za which is also accessible on www.gpwonline.co.za or directly from the Government Notice No. 21 of 17 January 2014 (Annexure C). No Applications will be considered if it is not on the Official Application Form. The application form must be accompanied by detailed CV, originally certified copies (not older than 3 months) of qualifications, Identity document, driver's

	<p>licence and covering letter depicting the reference number of the post applied for;</p> <ul style="list-style-type: none"> • Applicants submitting their curriculum vitae in response to this advertisement specifically agree and authorise Letsemeng Local Municipality and/or its representatives to undertake the necessary confirmation/ certification of any information or document in the curriculum vitae • Faxed or e-mailed applications will not be accepted; • It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof; • Short-listed candidates will be subjected to reference checks, criminal record check, verification of qualifications and signing of indemnity forms; • Recommended candidate will be subjected to a competency based assessment over 2 day's prior appointment in terms of Annexure A (Competency framework for Senior Managers) of Notice No.21 of Government Gazette No. 37245 of 17 January 2014; • The successful candidate will be required to sign an Employment Contract on or before assumption of duty, a Performance Agreement within 60 days of appointment and the necessary Disclosure of Financial Interest Forms as well as undergoing the necessary Security Vetting Processes; • The successful candidate will be reporting directly to the Accounting Officer and will be stationed at Letsemeng Local Municipality's head office situated in Koffiefontein, but may be deployed anywhere within the municipal jurisdiction depending on the operational requirements. It will also be expected to regularly visit the towns that comprise the municipality. • Due to the large number of applicants, correspondence will be limited to the short-listed candidates only. If you have not been contacted within a period of three (3) months after the closing date of the advertisement, kindly accept that your application has been unsuccessful. • Council reserves the right not to appoint any applicant to this position; • A candidate who canvasses for preference will be disqualified.
<p>Applications should be directed to</p>	<p>Municipal Manager: Mr TL Mkhwane All applications should be posted to Private Bag X3 Koffiefontein 9986 OR hand delivered to the office of the Municipal Manager (07 Groottrek Street, Koffiefontein 9986</p>
<p>Enquiries</p>	<p>All enquiries in this regard should be directed to: Municipal Manager, Mr TL Mkhwane, Tell: 053 330 0210</p>
<p>Closing Date</p>	<p>14 April 2022</p>



Mr TL Mkhwane
Municipal Manager