



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 02/2024/2025

**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. An Honours degree (NQF level 8) qualification as recognized by SAQA and Certificate in Municipal Financial Management (SAQA Qualification ID: 48965) will be added advantage. 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 Amendment Act No. 7 of 2011 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.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- 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.

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: 14 August 2024 at 12:00pm